



## Field Trip Proposal Form

**THIS FORM MUST BE SUBMITTED FOR APPROVAL AT LEAST 3 WEEKS IN ADVANCE OF THE FIELD TRIP.  
SEE OTHER SIDE FOR INFORMATION ON PROCEDURES**

<b>Faculty Name</b> <i>(Please print)</i>	
<b>Course Name, Number &amp; Section</b>	
<b>Date of Field Trip:</b>	
<b>Destination:</b>	
<b>Mode of Transportation:</b>	
<b>Cost of Field Trip:</b>	
<b>Number of Students Attending:</b>	
<b>Itinerary:</b>	
<b>Purpose of the Field Trip:</b>	
<b>Faculty Signature</b>	<b>Date</b>
<b>Signature of Assistant Dean</b>	<b>Date</b>
<b>Dean's Signature</b>	<b>Date</b>

Submit this form to your Assistant Dean for signature. Please review the Travel Policy for field trips in the Faculty Handbook.



## Field Trip Proposal Form

### Policies and Procedures:

- A detailed proposal must be submitted for any trip which takes students off campus.
- The proposal must be submitted to the Deans' Office for approval no less than 3 weeks prior to the proposed departure date.
- All students attending field trips must sign waivers of liability BEFORE departure. These forms are available from the Deans' Office or in the mail room.
- Faculty will keep the waivers until the completion of the field trip then submit the forms to the Deans' Office.
- For class or field trips within the city, faculty will arrange to meet the students at the destination site.
- Faculty MUST NOT transport students. Students may travel together but faculty will in no way arrange transportation for students.

**IF YOU ARE PLANNING AN OUT OF PROVINCE/COUNTRY FIELD TRIP PLEASE CONTACT THE DEANS' OFFICE AT LEAST 10 WEEKS IN ADVANCE.**

**If you have any questions please contact  
the Deans' Office, Room D2320**

Audain Faculty of Art, Trudy Chalmers - [tchalmers@ecuad.ca](mailto:tchalmers@ecuad.ca)  
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