

## Field Trips

Faculty or staff planning a field trip must request approval from his or her immediate supervisor. This request must be completed one week prior to the field trip and must be signed by both his or her immediate supervisor and the Director of Student Services. All trips must be approved on the Extracurricular and Fundraising form (Appendix P) prior to the trip. A faculty member or group sponsor employed by the College must accompany the students. Participants under 19 years of age and their parents/guardians must sign the Liability Release, Waiver, Discharge, and Covenant Not To Sue Forms (Participants 19 and Under) (Appendix Q); participants over 19 years of age and their must sign the Liability Release, Waiver, Discharge, and Covenant Not To Sue Forms (Participants Over 19) (Appendix R).