

Chandler-Gilbert Field Trip Form Process

Begin Travel Request Form (if applicable)

Academic Affairs

To be initiated by instructor

Student Affairs

To be initiated by advisor

1. Advisor/Faculty **field trip form** and **assumption of risk** completed
2. Student packets completed
3. Copy of travel request front sheet (If needed)

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Instructor obtains Division Chair Approval

Materials reviewed and approved by Director of Student Life

Materials reviewed and approved by Vice-President of Academic Affairs (or designee)

Copies made by VP (or designee's) Office

1. Advisor/Faculty field trip form
2. Student Emergency Contact info

Copies made by Office of St. Life

1. Advisor/Faculty cover sheet
2. Student Emergency Contact info

Public Safety's Copy
Submit copy to Public Safety to keep on hand in case of emergency.

Advisor's/Instructor's Copy
To be taken on the trip in case of an emergency.

Original Copies received by and stored in
The Office of Student Life and Leadership