

Field Trip Request Form

The information below is required for all SST course field trips in order to comply with the Clery Act reporting mandate. Submit the completed request to your department AC. This information will be kept in an online database accessible by the academic department, the School of Science and Technology, and the Office of Risk Management. The department AC will provide the Trip Leader/Instructor with each student's emergency contact information.

Deadline to submit requests for Spring 2020: Tuesday, February 17th (census day).

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|----------------------|----------------------|
| Today's Date: | <input type="text"/> |
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Field Trip Information

| | | | |
|-------------------------|----------------------|----------------------|-------------|
| Department: | <input type="text"/> | | |
| Course No. & Title: | <input type="text"/> | | |
| Trip Leader/Instructor: | <input type="text"/> | <input type="text"/> | @sonoma.edu |
| Funding Source: | <input type="text"/> | | |

Field Trip Details

| Field Trip Details | | Enterprise Rental(s) | |
|--------------------|-------------|--------------------------|------------------|
| Date(s) | Location(s) | Vehicle type(s) and #(s) | Date/time needed |
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| Overnight stay(s)? | If yes, attach hotel/lodging information: name(s), address(es), phone(s) |
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Approval

| | |
|-------------------------|----------------------|
| Department Chair: | <input type="text"/> |
| Administrative Manager: | <input type="text"/> |

Form routing: Instructor > Dept. Chair > AM > Dept. AC

Please Indicate:

The trip leader has informed all participants of the Off-Campus Events Policy in advance of the event and offered to answer any questions the participants may have. For reference: <https://www.sonoma.edu/policies/campus-events>