Southeastern Technical College

Field Trip Request Form

Website: www.southeastern.edu

Swainsboro
346 Kite Rd
Swainsboro, Georgia 30401
Phone: (478) 289-2200
Fax: (478) 289-2263

Vidalia
3001 East First Street
Vidalia, Georgia 30474
Phone: (912) 538-3100
Fax: (912) 538-3156

FIELD TRIP REQUEST

Approval for faculty or staff to schedule students to participate in activities away from the campus must be requested at least one (1) week prior to the day the field trip will occur.

Program: __________________________  Faculty/Staff: __________________________

Date of Activity: ________________  Destination: __________________________

Time Departing: ________________  Time Returning: __________________________

Purpose of the field trip: __________________________

____________________________________________________

____________________________________________________

____________________________________________________

____________________________________________________

FACULTY/STAFF  DATE

DEAN  DATE

VICE PRESIDENT FOR COLLEGE  DATE

INSTRUCTOR MUST SUBMIT SIGNED AN ASSUMPTION OF RISK, AGREEMENT TO ABIDE BY CODE OF CONDUCT, RELEASE OF LIABILITY, AND LIMITED MEDICAL AUTHORIZATION FORM WITH THIS REQUEST.

Other forms that may need to be used:
Assumption of Risk Form - https://ies.southeastern.edu/College_Documents/Forms/AssumptionOfRiskForm.doc
Health Disclosure Form - https://ies.southeastern.edu/College_Documents/Forms/HealthDisclosure.doc
Field Trip Conditions of Participation - https://ies.southeastern.edu/College_Documents/Forms/FieldTripConditionsOfParticipation.doc

June 8, 2009