

## 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 (Please print)</b>       |             |
| <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)  
Faculty of Culture + Community, Jennifer Dickieson - [jdickieson@ecuad.ca](mailto:jdickieson@ecuad.ca)  
Ian Gillespie Faculty of Design + Dynamic Media, April Milne - [amilne@ecuad.ca](mailto:amilne@ecuad.ca)  
Jake Kerr Faculty of Graduate Studies, Anita Kovacs - [akovacs@ecuad.ca](mailto:akovacs@ecuad.ca)