

**Field Trip Checklist – Domestic Travel**

The following forms must be completed and sent to Risk Management at least 1 month prior to field trip. Please keep all copies on file for one year and a day, after the date of the event.

**Faculty/advisor must complete and route for approval:**

- \_\_\_\_\_ Field Trip Request Form (include Dean of Instruction approval - **required**)
- \_\_\_\_\_ Copy of student roster to Department and Risk Management (**required**)
- \_\_\_\_\_ Vehicle Request Form (for MSJC vehicle – optional)
- \_\_\_\_\_ Personal Vehicle Use Form (for MSJC employees only – optional)

**All participating students must complete and sign the:**

- \_\_\_\_\_ Volunteer Activity/Excursion Form and Waiver (parent/guardian signature required for minors) (**required**)

**For overnight, in-state travel, faculty/advisor must also include:**

- \_\_\_\_\_ Description of field trip for overnight, in-state travel (**required**)
- \_\_\_\_\_ Executive Cabinet approval (**required**)

**For out-of-state field trips, faculty/advisor must also include:**

- \_\_\_\_\_ Description of field trip for out-of-state travel (**required**)
- \_\_\_\_\_ Board of Trustees approval (**required**)
- \_\_\_\_\_ Area Vice President approval (**required**)
- \_\_\_\_\_ Superintendent/President approval (**required**)

**All completed forms sent to Risk Management at least 1 month prior to trip (required).**