

Field Trip/ Excursion Timeline

Timeline	Action
45- 60 days before event	<p>Start planning. Review student travel guidelines and procedures. Prepare forms and documents for submission to Deans and VPs.</p> <p>Complete:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Request for Field Trip/ Excursion Approval Form <input type="checkbox"/> Budget- detail of estimated cost <p>Submit to Dean and VP for approval.</p>
20 days before event or after college approval	<p>After approval:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Advertise the event <input type="checkbox"/> Schedule Event Orientation for all participants to review: <ul style="list-style-type: none"> ○ Event logistics ○ Pre and post event paperwork/ approvals ○ Participant expectations <ul style="list-style-type: none"> ▪ Student Code of Conduct (contact Office of VPSS for support) ▪ Pre and post presentations (optional) ▪ Necessary forms (pre-approval, liability/ waivers, post event forms, etc.) <p>Send STUDENT FORMS to participants:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Release from Liability, Behavior Standards, Medical Consent Form <input type="checkbox"/> Photo Release Form <input type="checkbox"/> Student Voluntary Transportation Agreement Form (<i>applicable if student is providing their own transportation</i>)
7 days before event	<p>Gather forms and documents:</p> <ul style="list-style-type: none"> <input type="checkbox"/> List of student participants, including G# <input type="checkbox"/> Completed and signed STUDENT FORMS. (ALL required forms must be submitted to participate in the event) <p>Submit all Student Forms and participant list to Dean, VP, and Cañada College Business Office.</p>
Day of event	Have fun!
Within 30 days after event	<p>Complete/ gather:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Statement of Conference Expense Form, including supervisor's signature <input type="checkbox"/> Supporting original receipts/ documents for expenses being claimed for reimbursement <p>Submit to Cañada College Business Office.</p>