

Field Trip Instructions (Non-Academic)

Overview

Per Executive Order 1062, Field Trip Policy & Procedures, “a field trip is a university course-related, off-campus activity led by a faculty or staff member and designed to serve educational purposes. A field trip would include the gathering of data for research (such as at a geological or archaeological site), museum visit, participation in a conference or competition, or visits to an event or place of interest. The duration of a field trip may be a class period or longer, and could extend over multiple days. This definition does not apply to activities or placements in the context of a teacher preparation program, intercollegiate sports, or service-learning placements, all of which are governed under separate policy.”

Faculty Trip Coordinators are responsible for compliance with University regulations, understanding risks, ensuring all safety protocols are followed and providing the required documentation to the party according to the relevant instructions (provided below).

Faculty Coordinator must consult University Risk Management if the academic field trip involves overnight stay, hazardous or strenuous activity, or potentially dangerous locations. A customized field trip liability release form may be required.

Non-Academic Field Trips – Voluntary/Not Required for Academic Credit

- Add the trip to the [Music Department Events List](#).
- Provided transportation must be arranged at least **6 weeks prior** (8 weeks if an e-requisition is needed).
- If transportation isn't provided, distribute the applicable Field Trip Student Driver Instructions **at least 4 weeks prior** to the trip.
- Submit a [Custom Release of Liability Application](#) to risk@csustan.edu (and cc the Department ASC) **at least 14 days prior** to the trip date.
- Each attending faculty/staff member must submit a Concur Travel Request **at least 3 weeks prior** (2 weeks for insurance only) – see *the Faculty Handbook webpage for instructions*.
 - Defensive Driver Training Certificate must be on file (if applicable).
 - Authorization to Use Privately Owned Vehicles STD-261 must be on file (if applicable).
- Submit completed ROLs to risk@csustan.edu (cc the Department ASC) **at least 3 days prior** to the field trip or the students cannot attend, and the trip may be cancelled.

Contact the Music Department Administrative Support Coordinator if you have any questions about this process or require assistance.