

CALIFORNIA STATE UNIVERSITY, STANISLAUS –  
ACADEMIC FIELD TRIP COORDINATOR PLANNING CHECKLIST

Field Trip/Activity:	
Trip Location/Address:	
Trip Date:	Activity Time(s):
Instructor:	Department/Course:

In compliance with the CSU Stanislaus Academic Field Trip Policy and CSU Executive Order #1062, following are steps for field trip coordinators to plan and keep records:

- Complete the [Field Trip Site Evaluation Form](#)
- Complete the [Emergency Response Plan](#)
- Prepare an instructional agenda
- Require each student participant to sign a standard risk management approved [Field Trip Liability Release form](#).
  - 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.
  - Review “Releases of Liability-Handbook” <http://www.calstate.edu/eo/RM-2011-01.pdf> in regards to what forms are required and what to do if a student alters or refuses to sign a release.
- Provide Department Chair copies of the *Field Trip Site Evaluation*, *Emergency Response Plan*, Instructional agenda, and copies of signed field trip liability releases.
- Prepare Travel Request documents
  - Any faculty/staff going on the trip must complete the [standard travel request](#). Separate requests must be filled out for each employee traveling.
  - Any student **who is driving**, or any student assistants paid to attend, must complete a separate travel request.
  - The Roster of students on the trip must be attached to the primary Field trip coordinator’s request
  - Obtain necessary management approvals required for traveling on University business prior to field trip.
  - Comply with the California State University Use of University and Private Vehicle Policy guidelines and the California State University student travel policy, where applicable (see [Executive Order 1041](#)).
- Provide each student with the instructional agenda, health and safety information (as appropriate), emergency response plan, and the student conduct code prior to each trip. See the recommended format to provide this info on the [Academic Field Trip Additional Information](#).
- Maintain a list ([roster](#)) of all persons participating in the field trip, along with emergency contact information (with copies in the academic department office), in the event of a major accident or emergency.
- If you have University volunteers on the trip, follow the Campus Volunteer Form & Guidelines.doc located at: <http://www.csustan.edu/hr/FormsPublications.html>