



SEATTLE COLLEGES

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SEATTLE COLLEGES FIELD TRIP AUTHORIZATION FORM

This form should be filled out as early as possible in the quarter, and submitted to the Division Dean or Program Director no later than two weeks before the scheduled trip. Prepare one field trip form for each trip.

Quarter: _____

Course Item No. and section (If Applicable): _____

Course Title: _____

Date Submitted: _____

Instructor: _____

Division or Program: Continuing Education

Field Trip Date: _____

Planned number of students: _____

(Check as appropriate)

This is a: ☐ class field trip (part of curriculum) ☐ extracurricular activity

This trip takes place: ☐ inside the Seattle City limits ☐ outside of the city limits ☐ outside of Washington State

Transportation for this trip: ☐ is being provided by the College ☐ is *not* being provided by the College

This is a: ☐ single day trip ☐ multiple-day trip **If a multi-day trip, indicate the total number of days:** _____

Provide a brief itinerary of the trip. For full-day trips, include major highways and cities as reference points. For multi-day trips, you can attach a separate sheet.

Describe Activities and Potential risk of Injury:



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Emergency Contact Information:

Instructor Name: _____

Phone Number: _____

Contact Name at Destination: _____

Contact phone number: _____

Instructors are responsible for insuring that all field trip participants sign the required **Assumption of Risk, or Release and Hold Harmless Agreement** form, as a condition for participating in field trips.

Submitting this form does **not** engage the process of securing transportation or lodging arrangements. Instructors can make these arrangements through the division office staff.

Further instructions include:

1. Field trip authorization form completed, and approved copy on file in the Division/Program office.
2. **Assumption of risk form (class field trip (part of a course curriculum)) or release and hold harmless agreement form (Extracurricular (not part of a class))** administrative portion filled out by Division/Program office administrator.
3. Each student fills out and signs appropriate form (Assumption of Risk, or Release and hold harmless)
4. One copy of each student form on file in the division/program office, and one copy of each student form goes with instructor/point of contact, on the field trip.

Division Dean Signature
(Or Program director)

Instructor Signature