

University Field Trip Site Approval Form

All Field Trip sites must be approved prior to site being put into the S4 Field Trip system and prior to trip.

Instructor's Name: _____

Class: _____ Dept: _____ College: _____

Field Trip Site Name: _____

Administrative Notes (not seen by students) - provide additional information about this site: _____

Organization description - provide a short general description of the organization/site. i.e. Pacific aquarium features exhibits containing organism from numerous regional and global marine ecosystems. _____

Site Address - Main address of the organization.

Address 1: _____

Address 2: _____

City: _____ State: _____ Zip: _____

If no address, provide Longitude and Latitude coordinates: _____

Additional Site Information

Organization website: _____

Social media site: _____

Organization website: _____

General Phone: _____ Ext.: _____

General Email: _____

Organization's Main Contact Information

First Name: _____ Last Name: _____

Job Title: _____

Phone: _____ Ext.: _____

Email: _____

Program Information - This information will only be seen by students who have been assigned the field trip site:

Risk Information

Health & Safety - This information is risk that applies to anyone going to this site. i.e. Potential Hazards include: vehicle traffic, mountainous terrain, venomous animals, sunburn, current TB test required etc.. _____

Requestor (Name) _____ Date: _____

Dept. Chair (Signature) _____ Date: _____

College Assoc. Dean (Signature) _____ Date: _____