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# Martin Community College Student Field Trip Form Faculty and Staff



Class or Group Name: \_\_\_\_\_

Name of Faculty/Staff Leading Trip: \_\_\_\_\_

Date of Planned Trip: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

Destination (Name and Address): \_\_\_\_\_

\_\_\_\_\_

Means of Transportation: \_\_\_\_\_

Purpose of Trip:

Names of Participants:

\_\_\_\_\_  
Requesting Faculty/Staff Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Division Chair/Direct Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Senior Supervising Adm or Area VP Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice President, Student Development Services Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
President's Signature

\_\_\_\_\_  
Date

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# Martin Community College Student Field Trip Best Practices



As employees of the College, Faculty and Staff leading field trips are representatives of the College and should keep in mind the position of the College for these field trips. It is important that field trip leaders

- Emphasize to your students your expectations for their participation in the field trip activities, meetings, events, etc.
- Be mindful of age and maturity differences among student participants; this could impact student interactions.
- Abide by all local, state, and federal laws and regulations, including those in regard to drug and alcohol usage.
- Designate at least two college staff members to co-lead the field trip.
- Avoid being alone (one-on-one) with students.
- Receive parental permission from any student who is 17 years of age or younger.
- Confirm with students that they must provide their own transportation to and from the point of arrival/departure.
- Allow only adult students (18 years of age and older) to participate in overnight field trips.
- Enforce that during overnight field trips, students of the opposite sex must not stay in the same room.