

## OFF CAMPUS ACTIVITY TRIP COORDINATOR CHECKLIST

Field Trip/Off Campus Activity

Trip Location/Address:

Trip Date:

Activity Time(s):

Instructor:

Department/Course:

In compliance with the Cal Maritime Off Campus Activity Policy AF 09-002 and CSU Executive Order #1062, following are steps for field trip coordinators to plan and keep records:

- Complete Pre-Trip Evaluation
- 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.
- Complete Emergency Response Plan
- Prepare an instructional agenda
- Provide Department Chair copies of the Field Trip Site Evaluation, Emergency Response Plan, for review and approval to proceed with off campus activity. Consult with the Department of Safety and Risk Management as applicable.
- 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 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
- Complete Release of Liability document and have all Travelers/participants sign
  - Review as needed the "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.
- Retain complete Travel Packet until trip is completed. Once Trip is completed electronic archive at the Department level and submit a copy to SRM for additional electronic archiving.

**Other Notes:**