Chandler-Gilbert Field Trip Form Process

Begin Travel Request Form (if applicable)

**Academic Affairs**
To be initiated by instructor

1. Advisor/Faculty field trip form and assumption of risk completed
2. Student packets completed
3. Copy of travel request front sheet (If needed)

Instructor obtains Division Chair Approval

Materials reviewed and approved by Vice-President of Academic Affairs (or designee)

Copies made by VP (or designee’s) Office
1. Advisor/Faculty field trip form
2. Student Emergency Contact info

**Student Affairs**
To be initiated by advisor

1. Advisor/Faculty field trip form and assumption of risk completed
2. Student packets completed
3. Copy of travel request front sheet (If needed)

Materials reviewed and approved by Director of Student Life

Copies made by Office of St. Life
1. Advisor/Faculty cover sheet
2. Student Emergency Contact info

Public Safety’s Copy
Submit copy to Public Safety to keep on hand in case of emergency.

Advisor’s/Instructor’s Copy
To be taken on the trip in case of an emergency.

Original Copies received by and stored in The Office of Student Life and Leadership