

## FIELD TRIP AND OFF-CAMPUS ACTIVITIES PROCESS FOR FACULTY

In order to ensure the comprehensive safety of all students when attending course related field trips and/or off-campus activities, faculty are asked to follow these steps:

1. Fill in the formstack field trip request form at least **7 days prior** to the local field trip here: [https://otiscollege.formstack.com/forms/field\\_trip\\_request\\_form](https://otiscollege.formstack.com/forms/field_trip_request_form) . This link can also be found on the Nest under "Quicklinks." The request will be directed to your Chair/Director for approval.
2. Once the request has been approved, direct students to complete the required [General Release/Emergency Contact/Insurance](#) form. **Once completed by students, the general release form will serve for the entire semester for all field trips or off-campus activities of the related course.** Student information submitted on the general release form will be emailed to you as a readily accessible electronic copy. The link to the general release can also be found on the Nest under "Quicklinks" for students.  
**NOTE:** It is required for faculty to have all student general release information with you and readily accessible at all times on the field trip and/or off-campus activity(ies).
3. 48 hours prior to the initial field trip/off-campus activity date, faculty are asked to cross-reference the general release information they have been emailed with their roster to verify every student has completed the general release form. If a student has not thoroughly completed the form, faculty will not receive an email notification. Students **cannot** attend any field trip or off-campus activity until the general release form is submitted and you have received a digital copy. If faculty prefer to work with hard copies on-site, they can print out and bring with them the completed general release form emails you receive as well as your roster from the Nest.
4. List all required and encouraged field trips and/or off-campus activities in the course syllabus posted on the Nest that have been approved. **NOTE:** If any dates or destinations changes, faculty are required to make adjustments listed on their course syllabus and posted on the Nest prior to off-campus activity.