

Field Trip Request Form

The information below is required for all SST course field trips in order to comply with the Clery Act reporting mandate. Submit the completed request to your department AC. This information will be kept in an online database accessible by the academic department, the School of Science and Technology, and the Office of Risk Management. The department AC will provide the Trip Leader/Instructor with each student's emergency contact information.

Deadline to submit requests is the census day.

Today's Date:	
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Field Trip Information

Department:			
Course No. & Title:			
Trip Leader/Instructor:			@sonoma.edu
Funding Source:			

Field Trip Details

Field Trip Details		Enterprise Rental(s)	
Date(s)	Location(s)	Vehicle type(s) and #(s)	Date/time needed

Overnight stay(s)?	No	Yes	<i>If yes, attach hotel/lodging information: name(s), address(es), phone#(s).</i>
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Approval

Department Chair:	
Administrative Manager:	

Form routing: Instructor > Dept. Chair > AM > Dept. AC

Please Indicate:

The trip leader has informed all participants of the Off-Campus Events Policy in advance of the event and offered to answer any questions the participants may have. For reference: <https://www.sonoma.edu/policies/campus-events>