



Out of Province/Country Field Trip Proposal Form

THIS FORM MUST BE SUBMITTED FOR APPROVAL AT LEAST 10 WEEKS PRIOR TO THE DEPARTURE DATE.
SEE OTHER SIDE FOR PROCEDURES.

Faculty Name <i>(Please print)</i>		
Course Name, Number & Section		
Date of Field Trip:		
Destination:		
Mode of Transportation:		
Cost of Field Trip:		
Number of Students Attending:		
Itinerary:		
Purpose of the Field Trip:		
Faculty Signature		Date
Dean Signature		Date
VP Academic + Provost Signature		Date

Please review the Travel Policy for field trips in the Faculty Handbook.

Policies and procedures:

- A detailed proposal form must be submitted to the Deans' Office for approval no less than 10 weeks prior to the proposed departure date.
- You will need to provide the Deans' Office with a list of all the students who are participating (or even potentially participating) as soon as possible. We need to identify any students that might have complicated visa issues or have independent medical coverage as they will require extra advising.
- If an approval is granted, the Deans' Office will email you, the faculty member, the following info + forms to hand out to the students:
Out of Province - Country Waiver Form
Student Responsibility & Safety Form
Emergency Contact Information Form
Important Notice Border Crossing Info
- The International Education Office will conduct a mandatory pre-departure meeting with all the participating students. Here students receive important information on immigration, medical and safety issues. They also have the opportunity to ask questions about completing the forms.
- All forms **MUST** be submitted to the Deans' Office prior to travel. Travel is **NOT** permitted without the forms being submitted in advance.
- Faculty **MUST NOT** transport students in their own or a rented vehicle.
- Public transportation is preferred.
- Faculty who need to arrange local transportation must arrange private van or bus transportation through an insured reputable company that provides a licensed driver.

**If you have any questions please contact
The Deans' Office, Room D2320**

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