

Department of Art, California State University, Sacramento
Fieldtrip Form for Art Faculty

Whenever an Art faculty member takes students on an official field trip off campus, the Art Department office must be informed **in writing** by the instructor **one week before the trip**. Paperwork also must be filed with the Art Department office.

- All required fieldtrips to off-campus sites (ones that count towards course attendance) **must** be mentioned in your syllabus. Unless participation is optional, the instructor should offer an alternative assignment for students who cannot participate in the fieldtrip.
- Instructors must read the University’s “Guidelines for Fieldtrips” before planning any off-campus fieldtrips (<http://www.rms.csus.edu/riskmanagement/fieldtrips/>).
- Unless the instructor is providing or organizing transportation from the University to the site, it is recommended that a field trip begin and end at the destination.
- Instructors who are concerned about any unusual risks on their trips should contact the Risk Management office (<http://www.rms.csus.edu/riskmanagement/staff/>; 278-6456).

Required paperwork for fieldtrips:

1. One week before the fieldtrip, the instructor must fill out and file the Art Department Fieldtrip Form (below).
2. One week before the fieldtrip, the instructor and students must read and sign a “Warning, Waiver, and Release of Liability” form (see the Risk Management website; also available in the Art office). This is the official manifest for the trip and is required by the underwriter of student travel accident insurance.
3. Form STD 261 (“Authorization to Use Privately Owned Vehicles on State Business”) also may be required. If the instructor is going to transport students in his or her own vehicle, he or she must follow the stipulated guidelines for University drivers (see the “Guidelines for Fieldtrips,” listed above).

Name (please print): _____

Course and Section number: _____

Date and time of field trip: _____

Destination (please be specific): _____

For REQUIRED fieldtrips only: What is the assignment for students who do not participate in this trip? _____

Department Chair

Date