Thinking of Taking a Field Trip?

A Field Trip is any class/club activity occurring off campus.

Forms are available in the Office of Academic Affairs, Fiscal Services or on College of the Canyons Intranet at Office Directory>Fiscal Services>Travel>Field Trip Request.

All Field Trip Requests require Board of Trustees approval prior to the departure date(s) of the Field Trip. Please allow a minimum of 3 weeks to process the Field Trip Request after the Office of Academic Affairs has approved the Field Trip Request form for processing.

Please follow these steps:

1. As the Instructor/ Advisor please complete the Field Trip Request form. Make sure to include all required information, especially your contact information.
2. Then, submit the completed Field Trip Request form for approval to your
   a. Department Chair / Manager, then to
   b. Division Dean / Director, then to
   c. Office of Academic Affairs.
3. Risk Management will email the Voluntary Activity Participation Wavier/ Release of Liability and Medical Treatment Authorization “wavier” form to the Instructor / Advisor for each student to sign.
   a. These forms must be completed by the students at a minimum of one class session prior to the scheduled field trip.
   b. Students under 18 will need a signature of a parent or guardian.
4. As the Instructor/Advisor, you will then submit the completed wavier forms for all students to the Office of Academic Affairs at a minimum of one class session prior to the scheduled field trip.
5. Office of Academic Affairs will then forward a set of the wavier forms to the following people:
   a. Instructor / Advisor (receives a copy)
   b. Division Dean (receives the originals)
6. As the Instructor / Advisor, bring the copied set of signed waiver forms with you on the field trip in case of an emergency.
7. After the trip, the Division Dean’s will forward the original signed waivers to Risk Management to keep on file.