

Field Trip Instructions

In order to ensure that field trips fall within the scope of a course's and the College's mission and that student safety issues are fully addressed, field trips must be authorized in advance and be fully documented. All field trips must be led by a faculty or staff member, and student participants must adhere to field trip guidelines. Please follow the steps detailed below in order to comply with all required steps of this important process.

1. Fill in the online field trip request form here:
https://otiscollege.formstack.com/forms/field_trip_request_form
2. Download, print out, and have students sign the Field Trip Waiver & General Release Form located [here](#). You will need to print as many of these forms as there are students participating in the field trip.
3. Download the Field Trip Roster located [here](#). Have all participating students fill in all required fields of the roster. Two copies of the roster need to be made; one for yourself and submit one to whomever manages the department office of the related course.