



Checklist for Day Fieldtrips

- The instructor needs to obtain permission from the department chair/director to execute the fieldtrip. Out-of-state fieldtrips require a compliance check to make sure we are authorized to operate in that state (even Iowa and Illinois).
- If part of a course, and students are charged a fee, that fee must be indicated in PASS prior to student registration (see <http://www.uwplatt.edu/academics/coursefee/> for more information)
- Transportation should be arranged as soon as possible (ie: motorpool, bus, airlines, etc).
- A group leader or instructor is assigned to be responsible for the trip. It is recommended that a back-up leader is on standby.
- Students must obtain approval from each instructor to miss class and it is the student's responsibility to get approval and make up missed classwork. It is a welcome idea that the group leader/instructor write a memo explaining the trip to other instructors.
- Students must read and sign the "UWP Student Agreement for Traveling Off-Campus" and "Hold Harmless" forms found at http://www3.uwplatt.edu/files/bilsa/day_fieldtrip_form.pdf The signed agreements must be returned to the instructor before travel occurs (copies should be kept for at least 1 year).
- Registrations, entrance tickets, etc should be ordered as soon as possible.
- Students must obtain approval from each instructor to miss class and it is the student's responsibility to get approval and make up missed classwork. It is a welcome idea that the group leader/instructor write a memo explaining the trip to other instructors.
- If a Travel Expense Report (TER) is required, it must be submitted within 60 days of completion of the trip.



Checklist for Overnight Fieldtrips

- A group leader or instructor is assigned to be responsible for the trip. It is highly recommended that a back-up leader is on standby.
- The instructor needs to obtain permission from the department chair/director to execute the fieldtrip. Out-of-state fieldtrips require a compliance check to make sure we are authorized to operate in that state(s) (even Iowa and Illinois).
- If part of a course, and students are charged a fee, that fee must be indicated in PASS prior to student registration (see <http://www.uwplatt.edu/academics/coursefee/> for more information)
- Transportation should be arranged as soon as possible (ie: motorpool, bus, airlines, etc).
- Lodging or campgrounds should be reserved as soon as possible. Fill out the Travel Registry Form found at <https://www.uwplatt.edu/police/csa-travel-registry>
- Registrations, entrance tickets, etc should be ordered as soon as possible.
- Students must obtain approval from each instructor to miss class and it is the student's responsibility to get approval and make up missed classwork. It is a welcome idea that the group leader/instructor write a memo explaining the trip to other instructors.
- No later than **two weeks prior** to leaving on the trip, the faculty/staff trip leader will provide in writing the following information to each student and to the faculty/staff's chair/supervisor. In addition, a copy of the itinerary including phone numbers for hotels and campgrounds must be left with the office of the University Police.
 - a syllabus for trips offered for academic credit
 - a statement of purpose and an itinerary.
 - phone numbers for hotels and campgrounds. In some cases the only available phone number would be for a contact person. Students and the chair/supervisor must be notified if no phone number is available. It is strongly recommended that when no phone is available the faculty/staff arranges to carry a cell phone.
- No later than **three days prior** to leaving on an overnight trip, the faculty/staff must provide the chair/supervisor with the following:
 - a field trip release form filled out by the student. Found at <http://www.uwplatt.edu/university/forms/fieldtrip/form.pdf>
 - descriptions and license plate numbers of trip vehicles.
- No later than **three days prior** to leaving on an overnight trip students must read and sign the “UWP Student Agreement for Traveling Off-Campus” and “Hold Harmless” forms found at http://www3.uwplatt.edu/files/bilsa/day_fieldtrip_form.pdf The signed agreements must be returned to the instructor before travel occurs (copies should be kept for at least 1 year).



UNIVERSITY OF WISCONSIN
PLATTEVILLE
COLLEGE OF BUSINESS, INDUSTRY,
LIFE SCIENCE AND AGRICULTURE

- ❑ No later than **three days prior** to leaving on an overnight trip the students and faculty/staff must complete the Medical Information Forms (<http://www.uwplatt.edu/university/forms/fieldtrip/form.pdf>). *The faculty/staff is responsible for collecting all completed Medical Information Forms and taking them on the trip in case of a medical emergency.* A copy of all the Medical Information Forms should also be left with the Dean's Office (campus copy which will be destroyed when the trip is completed) The trips participants may submit the Medical Information Forms in a sealed envelope with their name listed on the envelope.

- ❑ It is extremely important that the information provided on the Medical Information Forms be treated with the utmost confidentiality, and thus should be seen only by the faculty/staff. However, it is possible that a medical emergency could arise in which the faculty/staff is incapacitated or unavailable. As a result, another trip participant must be aware of the location of the Medical Information Forms. (NOTE: forms are to be returned to students within one week of trip completion OR destroyed if they cannot be returned)

- ❑ **Upon completion** of the trip, the faculty/staff must submit a post-trip report to the chair/supervisor to report:
 - any incidents of note (accident, injury, illness, discipline, etc)
 - an accounting of student fees collected/expended and whether any refunds or additional charges are being made.

- ❑ No later than **one week after** the trip is over, the medical forms must be returned to each trip participant. If this is not possible, or if the participant does not wish to receive the form, then the faculty/staff must immediately destroy the forms.

- ❑ If a Travel Expense Report (TER) is required, it must be submitted within 60 days of completion of the trip.