PROCEDURE NO.  7031

TITLE:  FIELD TRIPS

BASED ON POLICY:  7.03   SAFETY AND TRAFFIC CONTROL

OFFICE OF PRIMARY RESPONSIBILITY:  VICE PRESIDENT FOR
                                ADMINISTRATIVE SERVICES

I. Purpose:

To provide guidance to faculty or staff planning a field trip for students

II. Procedure:

If a faculty member arranges a field trip for his or her class, field trip proposals
and requests for leave will be coordinated through the instructional supervisor
and division dean.

If a faculty or college employee arranges a field trip for student organizations or
non-classroom related activity, the field trip proposal and requests for leave will
be coordinated through the student activities coordinator and dean, student
services.

In order to sponsor a field trip, the faculty or staff must complete the following
steps:

A. Complete the Field Trip Proposal form and submit it to the instructional
   supervisor and dean for approval three weeks prior the proposed trip.

B. Complete, in duplicate, the Leave Request form and request Temporary Duty
   Leave for college employee coordinating field trip.

C. If a college-owned vehicle is to be used, the employee must request use
   three weeks prior to the field trip.

   1. If a college-owned vehicle is to be used and the driver is an employee of
      South Florida State College (SFSC), he/she must be an approved driver
      on file with the Human Resources Department.

   2. If the driver is not an employee of SFSC, he/she must first submit a
      Volunteer Service Application through the Human Resources Department.
When the proposed driver is approved, the driver's license check will be initiated/completed.

D. All students must submit a combined Emergency Contact/Release form to the instructor (sponsor) before the day of the field trip. A listing of all students and copies of the emergency contact/release forms should be submitted to the controller prior to the field trip. A copy of the form can be obtained from the controller's office. If under age 18, a student must sign this form and have the signature of his/her parent or guardian.

HISTORY: Last Revised: 4/03/12

Adopted: 8/1/89
Reviewed: 10/29/04, 10/29/07
Revised: 10/30/01, 11/10/09, 4/03/12