East Georgia State College Trip Proposal Form
Request for Trip Approval

Adopted by Cabinet October 30, 2012

TO: _______________________________________________________________ DATE: ______________

Immediate Supervisor/Division Chair Name and Title

FROM: _______________________________________________________________

Name of Trip Leader

RE:   Trip Destination: _______________________

Purpose of Trip: ________________________

Trip Date and Time: _____________________________

Target Participants: Faculty/staff/students/public circle all that apply

The following information was presented to Immediate Supervisor/Division Chair:
(Immediate Supervisor/Division Chair must review all information presented. Missing documentation may result in a delay in review and approval. NOTE: Additional EGSC approvals may be necessary)

(a) a description of the purpose of the trip;
(b) names and duties of the Trip Leader and the chaperones/instructors, include justification for chaperone numbers and selection;
(c) approval of Travel Request/Leave Request of Trip Leader and chaperones by his or her supervisor,
(d) description of the target audience,
(e) minimum and maximum participant numbers,
(f) academic credit proposal, if applicable,
(g) itinerary with transportation, lodging and event information
(h) budget with contingency/emergency fund, (indicate if meal reimbursement requested)
(i) all supporting documents for expenses,
(j) Proposed flyer, brochure, and all promotional materials;
(k) student trip information session (prior to registration); copy of draft submitted
(l) orientation and informational meeting(s) prior to departure.

Approved this ____ day of _______, 2012.   _________________________________________

Signature of Division Chair/ Supervisor

________________________________________

Signature of Vice President for Student Affairs

***PLEASE RETURN TO LEGAL COUNSEL FOR ROUTING**

Additional approvals required (check all that apply): Department Heads review and sign, or state conditions and sign when conditions are met.

_____ External Affairs: ___________________________________ _______________________________

_____ Academic Affairs:__________________________________ _______________________________

_____ Business Affairs:  __________________________________ _______________________________

_____ Legal Affairs    __________________________________ _______________________________

NOTE
After final trip approval from the President, the following (and any additional documents required following additional review) must be provided to the immediate supervisor prior to departure:

________ Name of Drivers and cell phone numbers (if student driving personal vehicles)

_______ Roster of Students with Student ID numbers

_______ Permission Slip from Parent or Guardian if student is under age 18

_______ Emergency Medical Information Form for each student

_______ Signed Waiver of Liability Forms for each student

______ Final Itinerary

For an up-to-date copy, go to the policies and procedures page on the EGSC website
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