

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) budget with contingency/emergency fund, (indicate if meal reimbursement requested)
- (h) itinerary with transportation, lodging and event information
- (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.

Department:	Needed Items/ Conditions	Signature (when conditions 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

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