



Field Trip (Out-of-State): Timeline

Start Planning	Review Field Trip Website
25 Days Before Event	Fill out: <ul style="list-style-type: none"> ○ Request Field Trip Form ○ Field Trip Approval Form
21 Days Before Event	Submit Forms to Dean and VP <ul style="list-style-type: none"> ○ Request Field Trip Form ○ Field Trip Approval Form <i>(Please allow 4 business days for processing)</i>
17 Days Before Event	After Approval <ul style="list-style-type: none"> ○ Advertise Event ○ Schedule Student Code of Conduct Orientation with Dean Waldon ○ Send Student Forms to all participation
7 Days Before Event	Submit all Student Forms to Dean and VP <ul style="list-style-type: none"> ○ List Student of Participation ○ Travel Cover Sheet ○ All 5 student forms need to be submitted to your Division Dean and VP <i>(Students that don't complete all forms will not be able to participate in the event.)</i>
Day of Event	Enjoy Event!