

IWU CLASS FIELD TRIPS: INFORMATION FORM

(REQUIRED) For Faculty seeking to take their students on a U.S. field trip – information forms, and waivers, must be submitted to the Thorpe Center at least one month prior to the proposed travel date. Faculty leading any domestic field trips for their classes are responsible for filling out all fields of this form below to the best of their ability. Guidelines and processes for class field trips can be found on [the Thorpe Center's website](#). Email thorpe@iwu.edu with any questions or concerns you may have.

I. Class/Faculty Information

Name(s) of Faculty in charge of field trip: _____

Class' Name/Title: _____

Class' Typical Meeting Day(s)/Time(s): _____

II. Basic Trip Information

Date(s) of Field Trip: _____ Total # of attending students: _____

Will this trip involve an overnight stay off-campus? ___ *Yes* ___ *No*

Destination of Trip: _____

Purpose of Trip: _____

Provisions for class(es) that will be missed: _____

III. Method of Transportation

How do you plan to transport yourself and students to/from the proposed field trip's location?

_____ University Vehicle _____ Public Transit _____ Other

Please specify any other relevant transportation details here: _____

IV. Anticipated Costs

Anticipated costs associated with the proposed trip: _____

How do you plan to pay for these costs? _____

V. Travel's Risk

Please indicate which of the following statements is applicable to the proposed travel:

____ This will be a routine field trip with non-hazardous learning experiences*

*(*marking this statement indicates that attending students should fill out and submit a ["BASIC RISK" waiver](#) for this trip)*

____ This will be a field trip with activities with heightened safety considerations**

***marking this statement indicates that attending students should fill out and submit a ["HEIGHTENED RISK" waiver](#) for this trip)*

Describe any anticipated risks associated with proposed travel: _____

IV. Attending Students

Please list the names of all students who plan to attend this trip below. If preferred, a separate document with this information may be submitted along with this form.

