Durham Technical Community College Field Trip Guidelines

Introduction:
Student safety is a primary concern of the Durham Technical Community College campus. These guidelines provide clarification and instruction for all Faculty and Staff Activity/Event Coordinators interacting with students engaged in all off-campus activities. These guidelines also help to assess potential risk to provide effective protection for participants against possible harm or loss. Field trips are defined as any off-campus activity related to course work and club activities.

Field Trips Process and Approval:

- Field trips must be approved by the appropriate dean/department head or designated person.
- The following approval forms must be submitted ONE week in advance of the scheduled activity:
  - Durham Technical Community College Field Trip Application.
  - Release and Waiver statement signed by adult participants.
  - Release and Waiver statement signed by parents of minor participants and minor participant (if appropriate).

Forms may be obtained online via the Faculty/Staff Pages > Forms. All applications and waiver forms will be filed with the appropriate department’s dean’s office for thirty days after the field trip ends.

- Approval must be obtained before the activity begins.
- The activity must be scheduled at a time that will not conflict with other courses in which students are enrolled.
- The Field Trip Application should include the following information:
  - Nature and location of the field trip;
  - Objectives of the trip and its relationship to the course being taught;
  - Date(s) and hours students will be off campus; and
  - Roster of the students participating in the field trip.
- A Durham Technical Community College Travel Request, Advance and Reimbursement form must be used even if there are no expenses involved.
- The Director of the Evening College and departmental secretaries should be advised in advance of any field trips taken during evening classes.
- Instructors should leave a message outside the door and on the classroom whiteboard indicating the nature and the location of the field trip.

Exceptions and Variances: All exceptions and variances to the above may be discussed in advance of the approval process with the appropriate dean/department head or designated person.