

# Instructor Fieldtrip Planning Form

## For off-site trips

Community College of Vermont

**Instructor:** Complete this form at least one week before a planned fieldtrip and send it to your CTL, who will forward it to admin staff at your center. Complete a new planning form for each trip that you take with your class.

Instructor (trip leader):	
Email address:	Cell:
Semester:	Course Name:
Date of Trip:	Course Code:
Destination (name or brief descriptor of site) and town:	
Number of Participants:	
Meeting location for instructor and students:	<input type="checkbox"/> CCV campus <input type="checkbox"/> fieldtrip site
General Trip Description:	
Directions to Trip Site:	
Cancellation Plan (if weather or other circumstance requires a change from the original plan):	
<input type="checkbox"/> A copy of each student's <i>Fieldtrip Release Form</i> has been given to my CTL.	
<input type="checkbox"/> I have borrowed a CCV first aid kit. (This is not to be substituted for appropriate medical care in case of injury or illness)	