

## 1.1 Day Field Trip Form

Current Date:

Course Name and Code:

Name(s) of Field Trip Site(s):

Field Trip Address(es):

***Purpose of the Field Trip(s) and Main Activities:***

**Dates and Times:**

Departure:

Return:

Departures & Return Dates & Times for subsequent trips:

***Participants:***

Number of students enrolled in the course:

Name of Lead Instructor & cell phone number:

Other instructors and leaders on the trip:

Student Fee:

Other costs to Faculty of Education:

***Risk Assessment:***

Instructors should take into consideration possible risks involved in conducting the field trip (See Section C of the Information Booklet for Planning an Overnight/Multi-day Field Trip).

**Where applicable, include as confidential attachments:**

- Informed Consent (for mandatory field trip) or Waiver (for optional field trip) Form
- Student Information Sheet, including:
  - emergency contacts
  - health issues
  - health card numbers (by voluntary submission)

**Emergency Communications:**

Phone number at Field Trip location (if applicable):

List below the names and cell phone numbers of all instructors / leaders on trip (if applicable). Lead Instructors without a cell phone may request one for the duration of the trip from Lucas Johnson (Thunder Bay campus) or Rosa Fabiano (Orillia). One week's notice is required.

In the event of an emergency, please contact the following Chair or designate in order or priority:

1. Phone:
2. Phone:

The authority to initiate and manage serious emergency and non-emergency protocols rests with the Chair or designate. The designated individual will manage all emergencies from Lakehead University and refer to Lakehead University's [Emergency/Crisis Response at Lakehead University Campuses](#) strategy to initiate the emergency response.

**Signatures:**

Signature of Lead Instructor:

Signature of Chair:

## ***Important Notes***

- **This form is to be used for non-backcountry field trips that last a day or less.**
- **Day field trips, including school visitations, do not require completed consent/waiver forms unless particular field trips include activities with significant physical risk. Field trips with minimal risks only require the inclusion of the following language provided on the course outline:**

*Field trips are a required component of this course. Although you are unlikely to suffer injury, loss, damage, or harm while participating in a field trip so long as you conduct yourself prudently, nevertheless certain risks of injury, loss, damage or harm cannot be totally removed from any activity, including but not limited to injuries and/or motor vehicle damage in consequence of accidents that take place in travel to, from, and at field trip site, and illness contracted from students and/or staff at the site. By registering in this course, you agree to assume all such risks.*

**This form can be filled out once for multiple field trips throughout the term/year if the risks are of similar kind and degree.**