

SECTION: General Information  
SUBJECT: Field Trip Policy  
SOURCE REFERENCE: GSCC Internal Procedure

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NUMBER: M/1.6

## Field Trip Policy

Faculty or staff planning a class or group field trip must request approval from his or her immediate supervisor. This request must be completed one week prior to the field trip and must be signed by the immediate supervisor. The faculty member or group sponsor employed by the College must attend with the students. Participating students 18 and over must sign the Participant Release of Liability. Students under 18 years of age must sign the Participant Release of Liability and their parents must sign the Addendum to the Release for parents, appropriate for this age group. (*See M/1.6-A*)