

## Field Activity Administrative Procedures - Filling Out Forms

**BEGINNING OF THE SEMESTER:** GEOL and ESTE courses require students to participate in field activities as part of the required course work. For each field activity that will incur costs to ACC, the following forms must be completed and submitted to the Department Chair for approval:

- *Science Field Activity Plan*
- *ACC Request for Travel* (See the *EXAMPLE Request for Travel* for information on how to complete the form)
- *Hazard Assessment – Terrestrial Field Activity*

The *Science Field Activity Plan* must be completed and submitted at the beginning of the semester; therefore, decisions about the trip must be made early, such as:

- Deciding the trip date
- Deciding the general trip destination (Will it leave Travis or Williamson counties?)
- Arranging EHS-approved drivers, if needed\*

\* Only ACC staff are eligible to be EHS-approved drivers, such as adjunct or full-time faculty, lab techs or other full-time employees. Hourly employees cannot drive on field trips. Also, adjunct faculty can be paid for their time, but lab techs or full-time faculty can not.

Other information will be standardized or will be provided by the Department, such as:

- Means of travel: Rental Vans (Funds for buses may become available in the future, but for now, transportation will be limited to rental vans.)\*
- Projected number of Participants: 24 students + 1 instructor + 1 approved driver, if needed
- Projected Cost of the Activity: Provided by the Department (excluding any trip-specific entrance fees)
- Estimated Vehicle Rent Cost: Provided by the Department
- Estimated Fuel Costs: Provided by the Department\*\*

\*Transportation by personal vehicles is not allowed on Geology field trips; however, personal vehicle transportation may be allowed if it is necessary to accommodate a disabled student. The Office of Students with Disabilities should be contacted if this accommodation will be necessary.

\*\*Be sure to retain receipts for all out-of-pocket expenses such as fuel or entrance fees. These receipts will be necessary to be reimbursed after the activity.

Prepare a copy of your *Science Field Activity Plan* and retain it for your records. You will need to complete the *Post-Field Activity Confirmation* section upon completion of the activity.

The *Request for Travel* form is an official ACC form that must be completed prior to any official ACC travel. The *Request for Travel* form was not designed for field activities. Review the *EXAMPLE Request for Travel* form to see how to complete the form for field activities.

The *Hazard Assessment– Terrestrial Field Activity* form should be filled out by faculty conducting a field activity for the first time, or to evaluate field stops not previously utilized. The goal of the form is to focus attention on specific hazards that may be present at the field stops. To adequately complete the form, a reconnaissance trip should be completed to evaluate the hazards of the stops to be visited with the students. *Hazard Assessment* forms should be submitted to the Department Chair prior to conducting the field activity.

**AT LEAST TWO WEEKS BEFORE THE SCHEDULED DATE OF THE FIELD TRIP:** The following forms must be supplied to your students:

- *Policies for Science Field Activities*
- *Student Emergency Information Form*
- *Field Activity Waiver / Release of Liability / Acknowledgment of Policies* - 8/18/10

The *Policies for Science Field Activities* is a standard form listing the general policies that the Department has implemented for field activities and a list of general hazards that may be encountered on the field trip – it should not be

altered. If warranted, instructors may prepare and submit to the students a list of hazards that includes those that are not listed on the general form but may be encountered on their particular field activity.

The *Student Emergency Information* form is optional, meaning the student is not required or obligated to supply ACC any information regarding medical conditions or contact information. However, instructors should encourage all students to fill out the form, especially students with health issues or concerns, in the event a situation arises on the trip. Instructors should inform the students that any information they provide is confidential and will be destroyed following the trip. Forms returned to the instructor should NOT be submitted to the Science Safety Coordinator, but should be taken with the instructor on the field activity.

The *Field Activity Waiver, Release of Liability and Acknowledgement of Policies* form must be signed and dated by the student, signed and dated by a witness (typically a fellow student), and returned to the instructor. Copies of the completed waivers should be made and the originals forwarded to the Science Safety Coordinator. Any students who are younger than 18 years cannot sign the form themselves and must have their parent or guardian sign it, and then return it to the instructor. **This is the only form that students are required to sign and return. Only students who have a properly signed waiver are eligible to attend the field activity.**

**NO LATER THAN TWO WEEKS AFTER FIELD IS COMPLETED:** The following forms should be submitted upon completion of the field activity

- *Post-Science Field Activity Confirmation* section
- *ACC Request for Petty Cash Reimbursement*

The *Post-Science Field Activity Confirmation* section should be completed with the finalized information regarding the field activity, such as:

- Actual number of participants
- Actual final cost of the activity
- Rental van confirmation number
- If alternate transportation was needed to accommodate a student with a disability

Retain a copy of the completed form and submit the original to the Department Chair.

The *Request for Petty Cash Reimbursement* form should be filled out to be reimbursed for costs incurred on the trip, such as fuel costs or entrance fees. This is not a Department form and can be downloaded from the ACC Forms website. Keep copies of your receipts for your records and submit the originals along with the form to the Department Chair.

**OTHER FORMS:** The following forms are only needed if a student was injured on your field trip. Please contact the Science Safety Coordinator or Department Chair for further instruction on the proper procedures.

- ACC Student Accident Claim Form
- *ACC Supervisor's Injury / Illness Analysis and Prevention Report*

**NO COST FIELD ACTIVITIES:** For field activities with no associated costs, such as walking activities that leave the developed areas of an ACC campus, or having students meet during class time at an off-campus location, a *Science Field Activity Plan* should be submitted to the Department Chair **before** the scheduled date of each activity. An ACC *Request for Travel* is not required. *Policies for Science Field Activities* and *Student Emergency Information* forms must be provided to the students participating in the activity. All students must provide the instructor a completed *Field Activity Waiver / Release of Liability / Acknowledgement of Policies* document prior to the activity; these forms should be submitted to the Science Safety Coordinator prior to the activity.

Upon completion of the activity, the *Post-Science Field Activity Confirmation* section of the *Science Field Activity Plan* should be completed and submitted to the Department Chair.