



Risk Management Office

Request Form For Field Trip Or On/Off Campus Activity

The information requested below is required in order to develop a release form. Return this completed request to Risk Management at fax number 898-4513 or campus zip 130. If applicable, also include a copy of any information concerning the activity, i.e. flyer, etc., that might be distributed to students. Requests will be processed as quickly as possible based upon the date of the field trip but please allow at least **five (5) working days** for processing. Risk Management will prepare the release form and e-mail it to the contact person with instructions. If you have questions please call Risk Management at 898-6588 or visit the website at <http://www.csuchico.edu/risk> under Academic Field Trips.

Today's Date: _____ Contact Person: _____ CC: _____

Ext: _____ Cell: _____ E-mail: _____

Activity is Being Organized by:

Campus Department (Name): _____ Zip: _____

Name of Instructor/Requester: _____ Ext.: _____

Dept. Chair or Dean Printed Name: _____ Signature: _____

-OR-

Student Organization (Name): _____ Zip: _____

Advisor (Name): _____ Signature: _____

Activity:

Course Number: _____ Title: _____

Event Name: _____

Date(s) of Activity – from: _____ to: _____

Travel Destination/Area: (i.e. city, county, state, country, campground, etc.) _____

Activity is Required (*included in the course syllabus*) for the class: for a degree: for graduation:

Activity is Voluntary: _____ (Inform student that travel is done at her/his own risk)

Activity is Part of an A.S. Program. Yes: No: Name of A.S. Program: _____

Is any funding being provided through Foundation? Yes: No: Associated Students? Yes: No: IRA? Yes: No:

Transportation details: _____

(If students are driving private vehicles on a voluntary activity the university should take no part in making transportation arrangements. Make sure everyone knows the destination. There should be no caravanning.)

Describe in detail the activity to be undertaken, including identified potential risks and any injuries that might result. Attach additional sheets as needed.