Field trips – process for faculty from inception

Through the process, make sure to comply with campus [field trip policy](https://forms.humboldt.edu/field-trip-policy).

Field trips not associated with a class need to generate a roster and liability waivers manually.

* Beginning of semester
	+ Decide where you are going, how many times you need to go, and if you need permission (City of Arcata, Green Diamond, etc.). Follow departmental processes for collecting field trip information. Contact your departmental ASC for more information.
	+ Inform your ASC of all planned field trips per CRN (lab CRN, or lecture CRN for weekend or lecture time trips). Additional arrangements may be necessary, for example, requesting a bus (Facilities order), rental vehicle, or individual department fleet vehicle. Faculty must submit a Concur Travel Authorization on overnight trips and if expenses will be incurred on the trip (e.g., food, supplies, lodging/camping, fuel). If requesting use of the R/V Coral Sea, a cruise request form must be submitted as soon as cruise dates are chosen (before the semester starts is preferred).
	+ Immediately inform ASC of any changes to fieldtrip date/time/place.
* About a month before the trip…
	+ Think about the main hazards of your field area (e.g., tides, weather, elevation, river access) and plan ahead. Communicate those to participants.
	+ Think about the necessary gear that participants will need (e.g., footwear, clothing, rock hammer, hand lens, sample bags, GPS, Brunton compass, camping equipment, food/water). Communicate hazards and equipment needs to trip participants in advance so they are prepared. Offer assistance to students who need to borrow equipment (e.g. stockroom check-outs)
	+ Think about the best route(s) to destination(s). Communicate that to participants.
	+ Confirm student drivers (and expectations) if necessary.
	+ Communicate behavioral expectations to participants. All participants are encouraged to sign a department-specific or CNRS general Code of Conduct Form
	+ Students attending overnight trips need to complete the emergency information form and the food preference / allergy form.
* Weeks leading up to the trip…
	+ Monitor the field trip roster for waiver and emergency contact info compliance.
	+ Reiterate equipment needs and hazards.
	+ Continue dialog about behavioral expectations.
	+ Connect with student drivers to make sure they can attend.
	+ Communicate with the ASC immediately if the field trip destination or schedule has to be modified for any reason (e.g., weather, site-specific conditions)
* On the date of field trip (or day before)
	+ Pick up a transport vehicle if using a rental vehicle. Check for bus reservation confirmation. Bring department vehicles up from the Facilities lot.
	+ Pre-trip meeting at mustering point: Brief students on safety, hazards, equipment usage, goals and instructions for fieldwork. Reiterate behavioral expectations and Code of Conduct, make sure students have necessary gear, take attendance for field trip (using fieldtrip roster indicate who is on the bus, vehicle and in what vehicle, with which driver}.