As nice weather approaches, I am guessing you will be taking more field trips.  Just a reminder, a TA should be prepared in advance of your trip.  Even if it is within five miles of campus, it is preferred that a TA and waivers are completed.  The more notice you can give us, the better…especially as we are in the midst of processing evaluations.

Below you will find the field trip signature we send out when you let us know you are going on a field trip.  It tells you the information we need to complete the TA, as well as tells you what waivers, etc. are needed to take students off campus.   If you would like electronic versions of any of the forms, let me know.

FYI - If you are taking several day trips in a quarter, we can complete a blanket TA once rather than an individual TA each time you go off campus.

I hope this helps to clarify any field trip questions you may have.  Please don’t hesitate to contact [lab1support@evergreen.edu](mailto:lab1support@evergreen.edu) if you need assistance.

Julie Rahn

Program Secretary, Lab 1

Room 1018

360-867-6165

360-867-6600

cid:image001.gif@01CD279C.B617FFE0

The Evergreen State College 2700 Evergreen Pkwy Olympia, WA 98505

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Hi there!

This is the information we need to get your Travel Authority (TA) ready for your upcoming field trip:

1. Your name, A#, physical address, phone number, AND an *emergency contact number.*
2. Program Name
3. Destination and purpose of the trip, including personal travel (if applicable).
4. Itinerary: please include a **detailed** itinerary (where you will be leaving from, when you will be leaving and returning, personal travel if applicable, etc).
5. List of accompanying faculty members (if applicable) - their A#, address, phone number, and emergency contact information.
6. List of accompanying students.

**NOTE: Mileage reimbursement for driving your own car on a field trip requires prior approval by Budget Dean, David McAvity.**

REMEMBER:

1. A signed field trip waiver is required of every student going on the field.  You are to take these waivers with you on the field trip in case of emergency.  There are two types of waivers.
2. Day trip waiver - used on day trips and lesser risk field trips.
3. Outdoor Acitivity/Overnight - used on longer (overnight, multiple days), and/or higher risk field trips.
4. Both of these forms are located in the mailroom in the blue organizer under the MES/MPA mailboxes.  If you prefer an electronic copy, let us know.

**If a student does not provide a signed waiver, they cannot go on the field trip.**

1. Students are not supposed to drive their own vehicles on field trips.  Legally, TESC is required to offer safe transport using the motor pool.  However, there are exceptions.  The motor pool may not have any vans available, etc.  If, for any reason, a student is driving their own vehicle on a field trip, **a driver waiver is required**.  Copies of the waiver are in the mailroom for you to get signed by each student driver.  The driver waiver states they were offered an opportunity to use official bus or motor pool vehicles, but elected to drive.