



University of Southern California Roski School of Fine Arts Field Trip/Travel Form

Note: Each person participating in a class field trip or travel must complete this form. This includes students, staff, faculty, and non-USC guests.

Name _____ Fine Arts Class/Number _____

Student ID _____ Cell Phone No. _____

Please Circle One: **Student** **Instructor** **Staff** **Guest**

Purpose of Trip _____

Destination _____

Type of Transportation _____ **Carpool** (please complete Student Self-Transportation Waiver)
_____ **Public transportation** (if not supervised by USC, please complete Assumption of Risk for Events not Sponsored or Supervised by USC)
_____ **USC-arranged transportation** (please complete Agreement and Release of Liability for Off-Campus Site Visit)

Number of Trip Participants (Please attach a list of participants) _____

Itinerary (Please attach trip itinerary)

Travel Dates: **Departure** (day, date and location) _____

Return (day, date and location) _____

Emergency Contact Information (person on the trip who should be contacted first)

Name _____ Cell Phone No. _____

Person in Los Angeles that can be contacted in the case of emergency (e.g., advisor, friend)

Name _____ Phone No. _____

Medical Information

Medical Insurance Provider _____

Policy Number _____

Any medical conditions or allergies we should be aware of? _____

- Copy completed forms. Keep one copy to take on the trip and give other copies with attached list of participants and itinerary to someone on campus in the main art office.
- Review trip itinerary with participants ahead of time to familiarize them with the trip as well as any expectations you have of them and specific risks associated with the trip.
- Report all incidents of injury immediately to USC Dept of Risk Management (213.740.6203).