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. *****ALL OVER-NIGHT FIELD TRIPS MUST BE APPROVED BY THE VICE DEAN OF THE DIVISION AND THE DEAN)

Instructor: - Copy completed forms. Keep one set of copies to take on the trip and give other set with attached list of participants, itinerary and ‘Addendum A’ to the UG Coordinator, Annie Watanabe, in Hazel and Stanley Hall, HSH 101.
- 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

Fine Arts Class Number _____________________ Instructor ______________________________

Name _______________________________ Please Circle One: Student Instructor Staff Guest

USC ID ________________________________ Cell Phone # ________________________________

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

Name _______________________________ Cell Phone ________________________________

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

Name _______________________________ Phone ________________________________

Medical Information

Medical Insurance Provider ______________________________ Policy Number ______________________________

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

Student Self- Transportation Waiver

(Note: This form is used when an academic department has NOT made travel arrangements for an off-campus trip, but is sponsoring the trip, and the students make their own travel arrangements and meet at the site.)

It is my understanding that the University of Southern California is not making travel arrangements as part of the course/off-campus trip entitled ____________________________ on _______________(date).

I, therefore, understand that I accept full responsibility for travel arrangements and the associated costs. Further, the University of Southern California is not responsible for any bodily injury or property damage which may arise out of these alternative arrangements.

I accept full responsibility for making my own arrangements. I will defend, indemnify, and hold the University of Southern California, its trustees, agents or employees harmless from any bodily injury, property damage, or other incident which may arise out of my alternative travel arrangements or any personal time or activities that occur outside of the authorized activities scheduled as part of this USC off-campus trip.

Name (please print) _______________________________ Date ________________

Signature __________________________________________________________________________

Signature of Parent or Guardian (if participant is under 18 years of age____________________ Date ________________
Field Trip/Travel Form

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Instructor: - Copy completed forms. Keep one set of copies to take on the trip and give other set with attached list of participants, itinerary and ‘Addendum A’ to the UG Coordinator, Annie Watanabe, in Hazel and Stanley Hall, HSH 101.
- 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.
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ALTERNATIVE TRANSPORTATION WAIVER

Fine Arts Class Number ___________________ Instructor ________________________________

Name ___________________________ Please Circle One:  Student  Instructor  Staff  Guest

USC ID _______________________________ Cell Phone # ________________________________

Emergency Contact Information (person on the trip who should be contacted first)
Name ___________________________ Cell Phone ___________________________

Person in Los Angeles that can be contacted in the case of emergency (advisor, friend)
Name ___________________________ Phone ________________________________

Medical Information
Medical Insurance Provider ____________________ Policy Number ________________________

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

It is the understanding of the University of Southern California that you have elected to make alternative transportation arrangements and will not participate in the travel arrangements made by USC as part of the course/ off-campus trip entitled “___________________________________________________” on ____________________ (date).

It is, thereof, understood that you fully accept full responsibility for travel arrangements and the associated costs. Further, the University of Southern California is not responsible for any bodily injury or property damage which may arise out of these alternative arrangements.

Please affirm your understanding by reading and signing the statement below:
I understand that transportation arrangements to and from __________________ are made to me and I have elected to decline these arrangements. I accept full responsibility for making my own arrangements. I accept full responsibility for making my own arrangements. I will defend, indemnify, and hold the University of Southern California, its trustees, agents or employees harmless from any bodily injury, property damage, or other damage which may arise out of my alternative travel arrangements or any personal time or activities that occur outside of the authorized activities scheduled as part of this USC off-campus trip.

Name (please print): ___________________________ Date: ____________________

Signature: ____________________________________________________________

Signature of Parent/ Guardian (if participant is under 18 years of age):
_________________________________________ Date: ______

8/23/2016
Field Trip/Travel Form

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- 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.
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Student Self-Transportation Waiver
Addendum A // FALL 2016

Fine Arts Class Number/ Title: __________________________________________________________

Instructor: ____________________________ Location: ____________________________ Date:_______

1. 17. 18.
2. 19. 20.
3. 21. 22.
4. 23. 24.
5. 25. 26.
6. 27. 28.
7. 29. 30.
8. 31. 32.
9.
10.
11.
12.
13.
14.
15.
16.
Field Trip/Travel Form

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Instructor:  
- Copy completed forms. Keep one set of copies to take on the trip and give other set with attached list of participants, itinerary and ‘Addendum A’ to the UG Coordinator, Annie Watanabe, in Hazel and Stanley Hall, HSH 101.
- 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
Field Trip/Travel Form

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Instructor: - Copy completed forms. Keep one set of copies to take on the trip and give other set with attached list of participants, itinerary and ‘Addendum A’ to the UG Coordinator, Annie Watanabe, in Hazel and Stanley Hall, HSH 101.
- 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.
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Description of Forms and When They Should be Used

Agreement and Release from Liability for Off-Campus Site Visit (Transportation provided by USC)

This form is used when USC (a school or department) is sponsoring the trip and has arranged for transportation for the students, such as by bus, van, etc.

Alternative Transportation Waiver

This form is used when USC (a school or department) is sponsoring the trip and has made travel arrangements, such as by bus, but some students choose to make their own travel arrangements (such as by personal vehicle).

Student Self-Transportation Waiver

This form is used when USC (a school or department) is sponsoring the trip but has NOT made travel arrangements and expects students to make their own arrangements. An example would be that a class is going to a theater or jazz club, and the students will all meet there. How they get there is up to them.

Assumption of Risk for Events Not Sponsored or Supervised by USC

This form is used when a student organization or club plans its own trip without the sponsorship or supervision of USC (a school or department) and makes their own travel
Field Trip/Travel Form

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Instructor: - Copy completed forms. Keep one set of copies to take on the trip and give other set with attached list of participants, itinerary and ‘Addendum A’ to the UG Coordinator, Annie Watanabe, in Hazel and Stanley Hall, HSH 101.
- 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.
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arrangements. An example would be a student club planning a ski trip.

University of Southern California Student Organization Travel Form

This form should be completed by all student organizations, clubs and groups before they depart on any off-campus trip

If students are carpool to your destination, please use the form titled

“USC Roski School of Fine Arts Field Trip/Travel Form”

+ “Addendum A”

If students are using transportation being provided by USC, please use the form titled

“Agreement and Release from Liability”

If students choose not to utilize the transportation being provided by USC, please use the form titled

“Alternative Transportation Waiver”

If students are taking a field trip not sponsored or supervised by USC, please use the form titled

“Assumption of Risks for Events”

Thank you.

-Roski staff
Field Trip/Travel Form

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Instructor: - Copy completed forms. Keep one set of copies to take on the trip and give other set with attached list of participants, itinerary and ‘Addendum A’ to the UG Coordinator, Annie Watanabe, in Hazel and Stanley Hall, HSH 101.
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8/23/2016