

**Field Trip (Out-of-State): Timeline**

<b>Start Planning</b>	Review Field Trip Website
<b>25 Days Before Event</b>	Fill out: <ul style="list-style-type: none"> <li>○ Request Field Trip Form</li> <li>○ Field Trip Approval Form</li> </ul>
<b>21 Days Before Event</b>	Submit Forms to Dean and VP <ul style="list-style-type: none"> <li>○ Request Field Trip Form</li> <li>○ Field Trip Approval Form</li> </ul> <p><i>(Please allow 4 business days for processing)</i></p>
<b>17 Days Before Event</b>	After Approval <ul style="list-style-type: none"> <li>○ Advertise Event</li> <li>○ Schedule Student Code of Conduct Orientation with Dean Waldon</li> <li>○ Send Student Forms to all participation</li> </ul>
<b>7 Days Before Event</b>	Submit all Student Forms to Dean and VP <ul style="list-style-type: none"> <li>○ List Student of Participation</li> <li>○ Travel Cover Sheet</li> <li>○ All 5 student forms need to be submitted to your Division Dean and VP</li> </ul> <p><i>(Students that don't complete all forms will not be able to participate in the event.)</i></p>
<b>Day of Event</b>	Enjoy Event!