



Franklin College of Arts and Sciences

Office of the Dean

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## PROPOSAL FOR FIELD TRIP

To: \_\_\_\_\_  
*Approving Authority – Department Head/Director and Associate Dean/Dean*

1. Department making request: \_\_\_\_\_ Course: \_\_\_\_\_

2. Date(s) of Trip: \_\_\_\_\_ # of students involved: \_\_\_\_\_

3. Destination: \_\_\_\_\_

4. Purpose of trip:  
\_\_\_\_\_  
\_\_\_\_\_

5. Name of individual(s) in charge during trip: \_\_\_\_\_

6. Method of transportation: \_\_\_\_\_

Please see link for UGA procedures when a field trip request is being made. Make sure Waiver of Liability form(s) are complete.

<https://provost.uga.edu/policies/academic-affairs-policy-manual/4-07-miscellaneous-course-policies/#p-4-07-15>

\_\_\_\_\_  
Requesting Faculty Member Telephone #

**Approval:**

\_\_\_\_\_  
Department Head/Director Date

\_\_\_\_\_  
Associate Dean/Dean Date