



Warner College of Natural Resources
Human Dimensions of Natural Resources Department
Fort Collins, CO 80523
Main office: 970-491-6591

Human Dimensions of Natural Resources (HDNR) Field Trip Planning Form

Sponsoring Faculty/Program _____ Today's Date: _____

Primary Contact _____ Cell Phone #: _____
Email: _____

Field Trip Name (can be course number): _____

Field Trip Date: _____

Field Trip Location: _____

Objective/Learning Outcomes of field trip:

Detailed Plan: Please include locations, times, dates, and accommodations (if applicable).

Department Head Approval:

Signature:

Printed Name: _____ Today's Date: _____

Faculty Code

I.16 Field Trips and Other Similar Sanctioned Off-Campus Activities

University employees, as a part of their official capacities, must at times arrange for various types of off-campus activities such as instructional related trips, field and demonstration trips, recreational, and athletic trips. The following guidelines are provided to assist employees in carrying out their responsibilities in these matters.

- a. University employee: an officer, employee or servant acting on behalf of the University, whether or not compensated, elected or appointed. NOTE: An “independent contractor” is NOT a University employee.
- b. Any activity associated with a class, course, program or function must be approved by an employee in an official capacity with the University who is authorized to grant such approval. Approval procedures will vary but authorization ordinarily will reside with the department head or director of the administrative unit.
- c. All “sanctioned off-campus” activities shall be conducted under the direct supervision of a University employee. The University employee shall be responsible for such items as, but not limited to:
 1. Obtaining authorization.
 2. Communicating to participants expected standards of conduct.
 3. Arranging for excused absences for participants.
 4. Obtaining releases of liability from participants where appropriate. Contact the Office of Risk Management for guidance and the appropriate forms.
 5. Arranging transportation and itinerary.
 6. Assuring that conditions concerning liability insurance are met and are in effect.

Waivers

Ensure that participants sign waivers. Participants should be aware that the University does not provide medical coverage for students injured on authorized field trips. A “Liability Waiver” form must be signed by each student going on the trip, prior to departure.

Transportation

Transportation may be provided by University vehicles. This will be permitted only to the extent consistent with provisions governing the use of University Vehicles which are available from CSU Motor Pool. Please remember when students carpool to off-campus activities in individual cars, the insurance of the car owner is the only insurance in effect. Students are required to get to and from classes or activities on their own. The University claims no responsibility.

University employees who provide rides to students or other in their personal vehicles to off campus activities should understand that their own car insurance is primary coverage in the case of an accident.

Drivers need to refer to Motor Pool regarding use of state vehicles.

Risk Management Plan

The HDNR Risk Management plan is on file in the HDNR office and can also be shared digitally via email. When you turn in this form please make sure you acquire a copy familiarize yourself with.

Student Code of Conduct

It is your responsibility to remind your students that for any CSU sanctioned event they are bound by the [CSU STUDENT CODE OF CONDUCT](#). This includes, but is not limited to, consumption of any substances (legal or illegal) during the duration of the event/trip/learning opportunity. This also applies to any self-guided fieldtrips or experiential learning opportunities.