



Field Trip or Excursion Participant List

INSTRUCTIONS

To be completed by field trip or excursion leader to record all student participants' emergency contact information before departing on a College sponsored field trip or excursion.

Department: _____

Field Trip/Excursion Descriptive Title: _____

Departure Date & Time: _____ Return Date & Time: _____

Faculty/Staff Emergency Contact Person: _____

Phone: _____ Email: _____

Please include all participants. Add a second page if necessary.

Participant's Name	Emergency Contact's Name	Contact's Phone
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____
11. _____	_____	_____
12. _____	_____	_____
13. _____	_____	_____
14. _____	_____	_____
15. _____	_____	_____
16. _____	_____	_____
17. _____	_____	_____
18. _____	_____	_____
19. _____	_____	_____
20. _____	_____	_____
21. _____	_____	_____
22. _____	_____	_____
23. _____	_____	_____

Distribution: Maintain this form for five (5) years after the end of the event in the sponsoring department.