



❖ Office of International & Off-Campus Programs ❖

WESTMINSTER COLLEGE FACULTY LED STUDY EXCURSION CHECKLIST OF FORMS / PRIOR TO DEPARTURE

So you're planning a trip off campus for our Westminster College students...
CONGRATULATIONS on taking part and leading an invaluable learning opportunity and study experience for our students! To ensure a smooth trip for all parties be sure to review the following:

- The forms and / or information listed below **must** be in place with the Office of International & Off-Campus Programs prior to departure:
 - ❑ Complete list of student participants
 - ❑ Indemnification form for each student (signed by parents or students over the age of 21)
 - ❑ Insurance form for each student (signed by parents or students over the age of 21)
 - ❑ Student Regulations Information (read and signed by each student)
 - ❑ Private Transportation Release Consent Form for each student or other vehicle information as pertains to the Westminster College Plant Operations Safety Policy on Use of College Vehicles, if applicable.
 - ❑ Complete up-to-date, day-by-day itinerary. Be sure to send word of any revisions, even while away. Include all hotel addresses, phone numbers, fax numbers, etc.
 - ❑ Contact information / phone numbers of faculty sponsors and any students who may also have available contact information (cell numbers are good, in this case).

Other tasks to consider –

- Provide student participants with copies of Westminster's emergency numbers. (Traveling faculty should also have this information, as well.)
- Check with the Business Office regarding any billing statements that need to be addressed.

THANK YOU for your interest in providing an invaluable learning opportunity for our students. We'll look forward to hearing about the success of your trip upon your return...
Travel safely!

❖ Office of International & Off-Campus Programs ❖
#30 Westminster Hall
573-592-5175
veltrot@jaynet.wcmo.edu