Instructions for the SOP for class trips:

- You must have Instructor and Chair signature *prior* to the trip.

- You must have an *accurate* list of participants and phone numbers on the trip. You may use a copy of your class roster. Cross out or add names the day of the trip.

- *Plan ahead* for this paperwork – you can fill out the form and go over the responsibilities in a meeting prior to the trip. Submit names of actual participant’s right before the trip.

- You only need to fill out/review the Supervisor and Student Responsibilities once per semester – the form needs to filled out for each trip.