Instructions for the SOP for class trips:

• If you are submitting a Float Plan, you do not need to fill out paperwork for the trip— but you do need to review student safety responsibilities.

• You must have Instructor sign 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.

• Leave the paperwork on the clipboard in the mail room.

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