

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.