

EASTERN MENNONITE UNIVERSITY
FIELD TRIP NOTIFICATION

Notification of Educational Field Trip (please submit to department chair/program director at least two weeks prior to the trip.)

Class _____

Approximate number of students _____ Date of Trip _____

Place and Purpose _____

General plans for travel _____

Approximately how much school time will be missed by the students? _____

Notifications:

_____ Physical Plant (if EMU vehicles are used)

_____ All faculty (if students will miss other courses during their time off campus)

How do you plan to provide for your other classes, if any are missed?

Signature

Date