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?

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Signature Date