



2014 - 4th Quarter

Field Trip Guide

By JoAnne Flowers, Director of Risk and Insurance Management

Are you planning a field trip or event? Then RIM has a valuable resource for you.

When planning either activity it's possible to get caught up in the excitement or the long to-do list. So for your convenience, we have developed a planning guide to assist with the business details.

The Field Trip Guide has recently been updated to include even more valuable information in planning off campus educational/instructional experiences. This guide will walk you through planning, risk assessment, transportation, contracts, insurance and claim challenges.

For instance, if the event is taking place in a community conference center the facility may require proof of the university's insurance. We can provide evidence of coverage for official university events. Is there a facility use agreement with insurance terms? If so, make sure language is reviewed and the agreement is signed by an authorized signer. Are you hiring a vendor to provide a service on campus during the event? University policy requires insurance from them and based on the service we can tell you what kind of insurance and how much is needed.

The [Field Trip Guide](#) is available on our website. Please check it out!

If you have any questions about the forms or university insurance, please contact your campus coordinator, refer to our [website](#) or contact us at (573) 882-8100.



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