SEE Field Trip/Student Workshop Requirements – Field Trip Leader/Course Co-ordinator to fill in

Please fill out this form with as much notice as possible, attach a list of required equipment and a basic itinerary if relevant, and email or return to sacha.baldwin@canterbury.ac.nz (last minute requests may be challenging).

|  |
| --- |
| **General Course Information** |
| Course Code: | Click here to enter text. |
| Field Trip/Workshop Leader: | Click here to enter text. |

|  |
| --- |
| **Date of trip/workshop including times** |
| From:  | Click here to enter text. | To:  | Click here to enter text. |

|  |
| --- |
| **Field station/accommodation/workshop requirements**  |
| UC Field Station: | Click here to enter text. |
| Other (please specify): | Click here to enter text. |

|  |
| --- |
| **Personnel** |
| Maximum number of students (approx.): | Click here to enter text. |
| Names of all staff\*participating : |  |
| \*Includes demonstrators/visitors. If numbers change please notify us. Note that drivers require a driver assessment to drive UC vehicles for SEE trips. |

|  |
| --- |
| **Transport requirements**  |
| Vehicles: | Click here to enter text. |
| Comments/extra requirements – trailers, manual/auto transmission, 4WD, snow chains: | Click here to enter text. |

|  |
| --- |
| **Catering requirements** |
| Catering expectations: | Click here to enter text. |
| Number of nights: | Click here to enter text. |
| Morning/afternoon tea only? State which. | Click here to enter text. |
| Comments:  | Click here to enter text. |

|  |
| --- |
| **Additional information/requests including equipment requirements** |
| Click here to enter text. |