**Field Trip Planning Information Guide**

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GAC*®* Field Trip Planning Information

(Please complete at least 1 month before your field trip; email [gac@mun.ca](mailto:gac@mun.ca) **Note: Coverage/approval are not confirmed until you receive a reply.** By completing this document you affirm that you and all participants are complying with everything listed in the GAC Code of Conduct and GAC Code of Ethics: https://gac.ca/about/policies-resources/

|  |  |
| --- | --- |
| Name of GAC group holding field trip: |  |
| Date of field trip: |  |
| How many domestic participants: |  |
| How many international participants: |  |
| Place of Field Trip: |  |
| Field Trip Leader’s Name: |  |
| Field Trip Leader’s Email Address: |  |
| Address: |  |
| Country: |  |
| Phone: |  |
| Cell: |  |

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| --- |
| Type of transportation to be used  *Please check all that apply:* |
| **Ground Transportation**  Personal vehicle\*  Rented car\*\*  Rented bus/van with driver\*\*  Rented bus/van without driver\*\*  Maximum # of passengers allowed  \*GAC does not recommend that you use personal vehicles as your own personal insurance will come into play in the case of an accident.  \*\*GAC has $5,000,000 Non-Owned Automobile Liability insurance coverage. This means that in the case of an accident with an innocent third party, GAC is covered for damages to the third party up to a total limit of $5,000,000 for damage to their vehicle, medical expenses, etc. Please note, all rental/hired vehicles must be rented in the name of “Geological Association of Canada”. Drivers must be GAC members and over the age of 25 years. |
| **Water Transportation**  Commercial watercraft  Rented watercraft with Captain\*  Rented watercraft providing own Captain\*  Type of watercraft \*  \*GAC does not carry any insurance coverage for watercraft transportation. Please contact GAC HQ if you are intending to use watercraft transportation (other than commercial) so that insurance can be set in place. |
| **Aircraft Transportation**  Commercial flight  Rented aircraft with pilot\*  Rented aircraft providing own pilot\*  Type of aircraft:  Helicopter\*  Fixed wing\*  \*GAC does not carry any insurance coverage for aircraft transportation. Please contact GAC HQ if you are intending to use aircraft transportation (other than commercial) so that insurance can be set in place. |
| **Please ensure that you advise GAC Headquarters when going on a field trip. The costs of these types of insurance will be borne by the Section(s) and/or Division(s), or OC requiring it.**  **Please do not put yourselves or GAC at risk!**  [GAC*®* Privacy Policy](https://www.gac.ca/wp/index.php?page_id=3154) |

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