**Alternate Field Trip Proposal Form**

Please make all efforts to attend either an official ETE Field Trip or an approved alternate trip listed on the ETE ELMS Organization Site. However, if for a valid and approved reason you cannot attend either, you may submit an event to be considered as an alternate.

***Key Alternate Field Trip Deadlines:***

* **“General” deadline for submitting alternate field trip proposals** (using form below)**:**
* **“Hard” deadline for submitting alternate field trip proposals:**
* **Deadline for submission of alternate field trip assignment** (via email directly to [trkinght@umd.edu](mailto:trkinght@umd.edu) )

AT LEAST **ONE WEEK PRIOR** TO PROPOSED TRIP

WILL NOT BE ACCEPTED PAST THE 12TH WEEK

OF THE SEMESTER (SEE SYLLABUS FOR DATE)

WILL NOT BE ACCEPTED PAST THE 14TH WEEK

OF THE SEMESTER

***Please answer the following questions regarding the proposed alternate:***

* Student Name:
* Proposed Field Trip Location and/or Name of Event:
* Proposed Field Trip Date:
* Corresponding Proposed FT Assignment Submission Date (Friday following the trip):

1. Why were you **unable** (note: *unable*, NOT *unwilling*!) to attend an official ETE trip or pre-approved alternate?

2. How long will the proposed alternate trip last? (Must be at least 3 hrs)

3. How will you provide proof of your attendance?

4. Is there a cost to attend the trip? (Up to $10 is reimbursable; you are responsible for any cost above that)

5. How will this trip enhance your understanding of ETE and relate to course topics (at least 3 sentences)?

**PLEASE NOTE:** *Please do not attend the trip until you have received permission. You will be contacted via email upon approval or denial of your alternate field trip proposal. Not all proposals will be approved so make sure to make contingency plans.*