

## INSTRUCTIONS FOR BLUETREE ALLIED ANGELS FIELD TRIP

- Please gather in **HAL 202 at 2:20 PM** and arrange to **leave campus by 2:30 PM** (or follow alternate travel arrangements as directed by Prof. Ken Smith).
- Please sign the "All Claims Form" and this document and return both to Ms. Stillwaggon before the trip. (You may print them off yourself or I have copies in my office--HAL 205.)
- **Take your driver's license (or another form of ID) with you. You will need this for building access.**
- People you will meet at BlueTree:



- Mrs. Catherine Mott, President/CEO
- Ms. Rachel McQuiston, Administrative Assistant
  - Please introduce yourself to both and thank them for the opportunity to attend the meeting.
- Your chaperone is: Prof. Ken Smith.
- Ms. Stillwaggon will send you a copy of the meeting agenda a day or two before the BT meeting. Please familiarize yourself with the presenting companies.
- Dress code is business professional or business casual.
- This is a school function and you are expected to follow for conduct as set forth in The Crimson (Student Handbook).
- Drivers: We will reimburse you for **parking and \$20 worth of gas**. You must submit receipts if you'd like to be reimbursed. No Receipt = No Reimbursement. Please complete and sign the Travel Expense Report and attach your receipts and submit it to Ms. Stillwaggon within two weeks of travel to begin the reimbursement process. (This option is not available to Prof. Smith's class as he will be transporting students in the College van.)
- **All students attending the meeting should do a short write-up on your experience** (please **exclude** any confidential company information). You might want to include:
  - what you saw (in general)
  - what surprised you
  - what you learned
  - etc.

If we like it, we'll post it on our blog and in our social media! 😊 Please submit to Ms. Stillwaggon within two weeks of attending.

Questions? Please contact [stillwaggonla@gcc.edu](mailto:stillwaggonla@gcc.edu) (724) 450-1544

I have read and understand the above information \_\_\_\_\_

\_\_\_\_\_  
Your Signature

\_\_\_\_\_  
Date