



Request for Field Trip or Excursion

INSTRUCTIONS

- Approval must be requested and obtained for faculty/staff to schedule students to participate in a District sponsored field trip or excursion away from the campus **at least two (2) weeks prior to the date of the trip or six (6) weeks prior to the date of the trip if the trip extends beyond the geographical boundaries of California.**
- Complete a separate request for each field trip or excursion and submit to the responsible dean or administrator for approval. For competition or athletic trips, complete a request prior to or early in the semester for all scheduled trips.
- **Attach a complete itinerary**, identifying activities, travel dates, times, destinations, locations, and transportation.
- If the field trip or excursion is approved, refer to Administrative Procedure 4300 for additional requirements.

Instructor/Advisor Name: _____ Department: _____

Course Title & Number, Club, or Team: _____

Number of Students: _____ Attach a roster of proposed participants.

Describe the purpose and objectives of the proposed trip.

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|-----------------|--|---|
| The trip is: | <input type="checkbox"/> Required for the course | <input type="checkbox"/> Optional |
| Transportation: | <input type="checkbox"/> Provided by District | <input type="checkbox"/> Responsibility of Student |
| Fees: | <input type="checkbox"/> Requires a fee \$ | <input type="checkbox"/> Does not require a fee |
| Funding Source: | <input type="checkbox"/> Student Payment | <input type="checkbox"/> Auxiliary, Grant, or Categorical Program Funds |

Additional Information, if any:

Instructor/Advisor Signature Date: Email Phone

Attach a complete itinerary, identifying activities, travel dates, times, destinations, locations, and transportation.

APPROVAL

Dean/Director Signature _____ Date _____

For trips extending beyond the geographical borders of California, the following approvals are required.

Vice President Signature Date Superintendent/President Signature Date

Board of Trustees Date: _____

Distribution: Maintain this form for five (5) years after the end of the event in the sponsoring department.