



Field Trip Request Form

This form MUST be approved by the Dean at least 2 weeks prior to the Field Trip.

Trip Information

Type of trip: Academic Student Organization Other Today's date: _____

Name of Department/Club/Organization: _____

Purpose of Trip: _____

Destination: _____

Address: _____

Number of Students: _____ (attach roster) Number of Chaperones: _____

If Academic Trip, Class Section No. / Title: _____

Required of all Students? Yes No Stated clearly on Syllabus? Yes No

Faculty/Advisor Name: _____ Cell Number: _____

Date of Travel: Departing Date: _____ Time: _____

Return Date: _____ Time: _____

Transportation

Meet at site (no district transportation)

Commercial Bus Required Point of pick-up: _____

College Vans Required Approved Drivers: _____

Car Rental _____

Other _____

Lodging

If travel requires overnight lodging complete the following:

Name of Accommodations: _____

Address/Phone of Accommodations: _____

Are there any minors attending the trip?

Three weeks' notification is needed in order to process bus transportation.

The Office of Instruction will make arrangements for all commercial bus transportation.

Instructors/advisors planning to use COLLEGE VANS should contact their Division Office to arrange for their use.

(Instructor/Advisor Signature) (date)

(Approved by Division Dean) (date)