**Continuing Education Field Trip Request Form**

Completed form must be submitted at least **5 working days prior** to the scheduled trip. Email is an acceptable method of submission for all in-county requests.

# Date:

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| **Trip Information** | |
| **Requester’s Name:**  **Destination Including Address:** | **Day Trip – List Date: Multiple Days – List Dates:**  **Note: For out-of-county field trips, a Request for Travel must accompany the Field Trip Request Form.** |
| **Instructional Purpose:** | **Emergency Telephone at Destination:**  **Ext.** |
| **College Vehicle Required:** No  Yes (If yes, please contact Business Office-Travel to reserve a vehicle. Drivers  must be on the approved driver list kept by the Director of Campus Operations. | |
| **List of Participating Students: (For classes, list course and section # and attach roster).** | |

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| **Approvals**  (On-campus field trips requires Instructor or Continuing Education Director/Coordinator approval only). |
| Approved  Instructor Unapproved Initials/Date Approved  Continuing Education Director/Coordinator Unapproved Initials/Date  Approved  VP of Continuing Education Unapproved Initials/Date |

**Distribution:**

Instructor

Continuing Education Director/Coordinator VP of Continuing Education

Revised 8/21/2020