



FIELD TRIP REQUEST FORM

Begin by submitting the request to the division chair at least TEN days before the trip. Upon approval, the chair will forward the information to the dean.

Trip Sponsor/Instructor					
	Campus Ext.		Cell Phone		
Course Info.					
Purpose of the Field Trip					
Number of student attending trip					
Name and cell numbers of others/chaperones attending trip					
Location					
Address				Circle One	
Leave Date		Time		AM	PM
Return Date		Time		AM	PM
Attach a copy of the itinerary for all overnight trips.					
Trip Sponsor/Instructor Signature				Date	
Chairperson				Date	
Dean				Date	
Copies (Including Emergency Information Forms) To:					
	Sponsor				
	Chair				
	Dean				
	Security				