



APPLICATION FOR TRIP AUTHORIZATION

This form should be filled out by the person whose immediate supervision the trip is to be conducted. It **MUST BE** submitted to the Office of Academic Affairs (curricular) or to the Office of Student Affairs (co-curricular) at least ten (10) days prior to the date of the trip.

Curricular		Course Name	
OR		Name of Organization	
Co-Curricular	<input type="checkbox"/>	Regular Class Meeting Time	
Day/Date of Trip		Funding	
Type of Transportation		Departure Time	
Departure Location		Leave Destination	
Arrive at Destination		# of Students	
Purpose of Trip			
Destination			

Please attach an alphabetical list of students participating in trip.

If a private automobile(s) is/are used, the instructor or advisor and the District may become subject to claims of damage and/or injuries arising from alleged negligence on the part of the instructor or advisor and/or District. Attention is directed to certain responsibilities of the instructor or advisor.

The instructor or person responsible for a field trip should have a first aid kit in his or her possession or immediately available while conducting the field trip.

Submitted by: _____ Date: _____

Approved by: _____ (Supervising Dean)