

North Orange County Community College District Field Trip Authorization

(Please print)

AC **CC** **FC** **SCE** (Check all appropriate boxes)

(Complete in duplicate)

Instructor requesting field trip: _____ Date of Request: _____

Division: _____ Course/CRN #: _____

DESTINATION: Address: _____

City: _____ State: _____ Country: _____ Phone: _____

(Out of State/Country field trip requires prior Board approval)

DEPARTURE: AC CC FC Other: _____ Date: _____ Time: _____

RETURN: AC CC FC Other: _____ Date: _____ Time: _____

Number of students going on trip: _____ Required: (yes/no): _____ Optional (yes/no): _____

Waiver forms on file and with instructor: Yes No

Names of person(s) who will supervise the trip: _____

State the purpose of the trip: _____

What transportation will be used for the trip? School Vehicle: _____ Bus: _____ Private Car: _____

Other (explain): _____

READ CAREFULLY AND INSTRUCTOR SIGN HERE: _____

For bus transportation, you must file a "Request for Special Transportation" through the division dean or appropriate SCE administrator at least two weeks in advance of the trip.

This form must be submitted/approved at least one week prior to the field trip through the division dean. If field trip is out-of-state or country, this form must be submitted/approved at least two weeks before Board date.

For out-of-state or country field trips, students shall possess a medical insurance policy that is transferable, or purchase a trip policy. For all trips, appropriate precautions must be given as to safety of persons and the hazards involved.

Approval: Anaheim Campus Cypress College Fullerton College SCE

College Dean or Appropriate SCE Administrator Signature _____ Date _____

Executive Vice President Signature _____ Date _____

Provost Signature _____ Date _____

Comments: _____

Fullerton/Cypress: Executive Vice President will return one copy for division records.

SCE: Provost will return one copy for division records