

HARTNELL COMMUNITY COLLEGE DISTRICT

Voluntary Field Trip/Excursion Authorization

THIS FORM MUST BE FILED WITH THE DEAN/DIRECTOR AT LEAST 5 WORKING DAYS BEFORE THE EXPECTED DATE OF THE ACTIVITY.

INSTRUCTOR/ADVISOR

CLASS (NAME/NUMBER/SECTION)

\_\_\_\_\_

ACTIVITY(IES)/DESTINATION(S)

DEPARTURE DATE

RETURN DATE

\_\_\_\_\_

\_\_\_\_\_

Describe the objectives of the proposed activity(ies) and how these objectives relate to course/program content and objectives.

\_\_\_\_\_

\_\_\_\_\_

TRANSPORTATION: \_\_\_\_\_ PROVIDED BY DISTRICT  
\_\_\_\_\_ RESPONSIBILITY OF STUDENT

Permission is requested to conduct the above listed voluntary activity(ies), involving the students indicated on the attached roster, away from Hartnell College campus.

Attached is a completed and signed Field Trip/Excursion Notice Form for each student on the roster.

REQUESTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVED: \_\_\_\_\_  
REJECTED: \_\_\_\_\_ REASON: \_\_\_\_\_

BY: \_\_\_\_\_ DATE: \_\_\_\_\_

ORIGINAL: INSTRUCTION OFFICE / EVENING COORDINATOR  
COPY: DEAN/DIRECTOR  
COPY: INSTRUCTOR/ADVISOR