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: ______  DATE:____________________

REJECTED: ______  REASON: ____________________________

BY: ___________________________ DATE:____________________

O/I: lms
Revised 8/2004