



College Sponsored Field Trip Approval Form

(For approval, this form MUST be submitted at least three (3) weeks prior to date of trip/event for any off-campus activity involving students)

Date of Request: _____ Date(s) of Trip/Event: _____ Time of Trip/Event: _____

Department, Program and/or Club/Organization: _____

Faculty/Staff and/or Club/Organization Advisor: _____

Emergency Contact (Faculty/Staff/Advisor) #: _____ Course Title: _____ Section #: _____

Address of Location/Destination (Off Campus): _____

Educational Purpose and/or Objective: _____

Student Roster/Number Enrolled: _____ Number of Students Participating: _____

**Reminder: An updated roster, including Student ID#, is required day of event and kept on file to ensure participants are accounted for.*

Estimated Cost per Student: _____

Estimated Cost to the College (provide documentation): _____

Source of Funding (Budget Code): _____

Mode of Transportation (Circle): College Vehicle Private Vehicle(s) Other

(While on college business, all College travel must be approved by the CFCC Business Office by submitting an official Travel Request Form. If a College owned/leased/rented vehicle is needed, please reserve with the motor pool coordinator. The College provides insurance on all college owned vehicles, however, privately owned and operated vehicles must be insured at the owner's expense, as the College will serve as secondary insurance only.)

I hereby certify that the above travel arrangements for this field trip are complete and accurate.

Faculty Signature (Instructional Only): _____ Date: _____

Chair/Dean Approval (Instructional Only): _____ Date: _____

Director of Student Activities/Athletics (Extracurricular Activity Only): _____ Date: _____

****OTHER REQUIRED DOCUMENTS/MATERIALS:*** All students participating must have SIGNED the **CFCC Activity Waiver** which will accompany this request, or this request will be denied. Other departmental/program requirements may include, but not limited to, First Aid Kit, Emergency Contacts, Health Records, Emergency Procedures, and/or Student Roster.

For safety precautions, please forward completed form(s) to the Campus Safety Coordinator prior to the date of trip/event.