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.

Revised 9.11.19