



Off-Campus Activity and Field Trip Request

Effective Date: November 1, 2010

- The form should be used when staff, faculty, or club advisors are taking a group of students off campus for a college-sponsored event.
- Off-campus activity and field trip requests are made through the Instructional Deans or the Dean of Student Services.
- Up to one-third of the cost of a field trip may be funded through student activities funding. The Instructional Deans and the Dean of Student Services will make the final decision on funding for the activity.
- It is strongly recommended that request forms be submitted at least four weeks prior to the event in which purchase orders are necessary. This will allow for proper review and adequate processing time.

Date(s) of the Field Trip: _____ Instructor(s)/Program(s)/Course(s): _____

Destination (city/location): _____

Departure/Return: _____

Departure (date/time)

Return (date/time)

Activity or Field Trip Description:

Number of students participating: _____

Learning or course syllabus objectives to be accomplished by the trip:

Is the trip in the course syllabus or program description? ____ Yes ____ No

Budget:

Tickets/Fees: _____

Transportation: _____

Meals: _____

Lodging: _____

Other: _____

Total: _____

Funding Sources:

Department Funds: _____

Student Payments: _____

Foundation Funds: _____

Request for Student Life Funding: _____

Request submitted by: _____

Date: _____

Approved by: _____

Date: _____

Instructional Dean

Office Use Only

Amount approved from Student Activity Funds: _____

Approved by: _____

Date: _____

Dean of Student Services