

**Department: Request for
Student Field Trip / Excursion**



Barstow College

2700 Barstow Rd.
Barstow, California 92311

Original completed forms must be submitted to Admin. Services VP Office at least 2 weeks (in-state travel) or 6 weeks (out-of-state travel) prior to the date of departure to establish the proposed travel as a college sponsored activity and ensure insurance coverage for staff, students and the District. **For overnight trips, please attach a copy of the itinerary with hotel information and/or flight information.**

A. Field Trip Information

Supervising Staff Name: _____ Today's Date: _____

Cell Phone (in case of emergency) : _____ Extension: _____

Department Name: _____ Course / Activity: _____

Destination: _____

Address: _____ City/State: _____

Purpose of trip: _____

Departure Date: _____ Time: _____ / Return Date: _____ Time: _____

No. of Students Attending (attach roster): _____ Board Approval Needed (for out-of-state) _____

B. Check List

Completed

_____ Student: Agreement and Medical Release For Field Trips and Excursions (one per student)

_____ Student Roster

_____ Non-student Volunteer Participation Form (if applicable) (Volunteer must be approved through Human Resources)

Transportation

_____ District-owned/rented Vehicle (Reservations must be made directly through M&O)

_____ Chartered Transportation

_____ Individual Arrangements (Class convenes AND adjourns at destination. Staff and District assume no responsibility for the "commute". **Staff must not supervise use of private cars, participate in carpool or caravan arrangements, or provide suggested routes/driving time.**)

Instructor / Staff Signature

Date

APPROVALS:

Division Dean / Director

Date

Area Vice President

Date

Anticipated Board approval date (if applicable): _____