

## DVC FIELD TRIP REQUEST

Submit this request at least one week prior to the field trip. Trips outside California require prior District Governing Board approval, which requires 45 days lead time. Students are expected to furnish their own transportation to and from the field site. When conditions of the trip require participants to travel en masse, contact the Business Office at x2344 for a college vehicle and information about driver licensing. Instructors are advised not to transport their students in private vehicles.

**Forward this request to your division office. If you teach at SRC, please forward to the SRC dean.**

**REQUIRED:** Attach roster and indicate which students plan to participate in field trip. Faculty are responsible for securing a completed "Consent and Release" form for EACH student participating in the field trip.

Instructor: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Course: \_\_\_\_\_ Section Number: \_\_\_\_\_

Day Class                       Evening Class                       SRC (All Classes)

Destination: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number (if available) where instructor can be contacted: (\_\_\_\_) \_\_\_\_\_

Dates(s) of Trip: \_\_\_\_\_ Time From: \_\_\_\_\_ To: \_\_\_\_\_

\_\_\_\_\_ To: \_\_\_\_\_

Purpose of Trip: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If this is not a scheduled class meeting, which class meeting(s) does it replace? \_\_\_\_\_

**Approved:**

*I understand it is my professional obligation to be with my students in the field.*

\_\_\_\_\_  
Division Dean

\_\_\_\_\_  
Instructor Signature

**Distribution – After Approval**  
Copies to DVC Instruction Office,  
SRC Division Office (if applicable),  
DVC Division Office and Instructor.