

FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT

STUDENT FIELDTRIP/EXCURSION REQUEST FORM

This request must be filed with the appropriate campus dean at least two weeks prior to the date of departure to establish the proposed travels as a college sponsored activity, which assures insurance coverage for staff, students and the District. For trips over 24 hours, please attach a copy of your itinerary with contact names, hotels and telephone numbers.

College De Anza Foothill Department
Instructor/Staff Telephone
Course/Activity
Purpose
Destination
Dates/Times
Number Participating Actual Charge to Student \$
Requests/Comments

CHECK ONE OR MORE

- Voluntary Acceptance of Risk form: for adult students.
Minor Voluntary Acceptance of Risk form: for students who are under the age of 18.
Travel Agency Agreement form: when travel agent is making all the arrangements.
Non-Student Volunteer Participation form.

TRANSPORTATION

- INDIVIDUAL ARRANGEMENTS
Class convenes and adjourns at destination. Instructor and district assume no responsibility for the "commute." Staff must not supervise the use of private cars nor participate in car pool arranging.
CHARTER OF PUBLIC TRANSPORTATION
Recommended mode of travel. See Student Fieldtrip/Excursion Charter form. Arrangements must be made by Purchasing Services.
DISTRICT-OWNED CARS
Make your own reservations in advance. Reservations are not made as a result of filling out this form.
TRAVEL AGENT
Use Travel Agent Agreement form when using a travel agency.

INSTRUCTOR/STAFF SIGNATURE
DATE

APPROVALS
Division Dean Vice President (required for over 24 hrs)
Date Date