

**Contra Costa Community College District
Contra Costa Community College**

FIELD TRIP FORM

To be approved forms must be turned in to the Student Life Department at least two (2) weeks prior to the date of the trip.
DO NOT leave any information on the form blank or unanswered.

Club Name: _____

Number of student club members attending: _____ Number of Faculty / Staff attending: _____

Name of Advisor(s)/Designee(s) Attending: _____

Destination: _____

Date of Trip: _____ Departure Time: _____ Location: _____

Return Date: _____ Arrival Time: _____ Location: _____

Nature / Purpose of Trip:

1. How will you be funding this trip? _____

2. Will your club be requiring conference registration, hotel and/or transportation? Yes No

If yes, attach transportation and lodging information.

3. Attach a list of participant's names with their Student ID Numbers.

4. Complete the STUDENT AGREEMENT, MEDICAL CONSENT and CONSENT AND RELEASE FORMS for each participant.

5. Complete the ADVISOR'S/DESIGNEE'S FIELD TRIP RESPONSIBILITY FORM.

6. **If this trip is a conference, training or workshop, please attach the related flyer or agenda to this form.**

Club Advisor/Designee Signature: _____ Date: _____

Student Life Department: _____ Date: _____

Dean of Student Services: _____ Date: _____

Office Use Only – 2012 / 2013

Required Information: Approved Not Approved: Student Life Coordinator: _____

Field Trip Form Complete

Conference, training, workshop, transportation and/or lodging information attached if necessary

List of participants with Student ID Numbers

Advisor's/Designee's Field Trip Responsibility Form completed for each advisor/designee

Student Agreement, Medical Consent and Consent and Release Forms completed for each participant