

**CUESTA COLLEGE
REQUEST FOR FIELD TRIP, ALTERNATE CLASS SITE, OFF-CAMPUS
ACTIVITY OR PROJECT**

Board Policy 4300 (R4300) states that "Approval for each educational field trip shall be secured in advance of any other action." And, "Arrangements for field trips shall be made by the district employee only after approval is granted."

Please plan to get approval of your field trip at least two weeks prior to the activity.

Division/Student Club:

Employee:

Class (if applicable):

Date of Trip:

Beginning Time:

Returning Time:

Place:

Purpose of Activity (*Describe the activity and check boxes that apply below*)

- 1. Field Trip
- 2. Alternate Class Site
- 3. Off Campus Activity

Field Trip Supervisors:

Means of Transportation:

- 1. Private auto—class will begin and be dismissed at the site.
- 2. College vehicle
- 3. Rental vehicle (only applicable when a college vehicle is not available)

Remarks:

Approved by:

Division Chair/Director/Club Advisor Date

Dean or Vice President Date

Faculty Coordinator, Student Life and Leadership Date
(required for club requests)