

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 _____