



Madera Community College Instructional Field Trip/Excursion Request Form

This form is to be completed by the faculty member and routed through the appropriate Dean to the Vice President of Instruction as early as possible. Trips exceeding 50 miles from campus must have final approval at least two weeks prior to the trip. Transportation Request must be submitted to the Maintenance and Operations Office 10 days prior to departure date. All out-of-state trips MUST be approved by the Board of Trustees and the Chancellor (AR 4300).

Print off this completed request form, attach any proposed itinerary and estimated budget of costs, indicating the amounts paid by students, faculty, and district, where appropriate, and route for signatures. The SCCCD Travel and Conference Request Form must accompany this form if reimbursements are expected.

List of students participating must be attached.

Name of Class/Club: _____ Date(s) of Trip: _____

Number expected to participate in trip: _____ Enrollment: _____

Destination: _____ Telephone: _____

Departure Date/Time: _____ Return Date/Time: _____

Days away from site: _____ Lodging: _____

Purpose of the trip: _____

Faculty Members/Adults Participating: _____

Transportation Needed: Buses Mini-vans Private Autos*
* (private vehicle authorization form needed)

District Expenses: _____

Each student will pay: _____ (see requirements if students pay)

- 1) Excursion will be considered supplemental/enrichment and will not be a required part of the course offering.
 - 2) Student's grade will not be adversely affected by the exercise of his/her option to not participate in the excursion.
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Signature of Instructor: _____ Date: _____

Approvals: Dept. Chair: _____ Date: _____

Dean: _____ Date: _____

VP, Instruction: _____ Date: _____

Out of State President: _____ Date: _____

Approval Chancellor: _____ Date: _____

Board of Trustees: _____ Date: _____

Instructor Notified by Dean Approval: Disapproval: Date: _____