

Palomar College
Single-Day Field Trip Authorization Request

A Single-Day Field Trip is held in lieu of a single class meeting or as a supplement to regular class meetings. It may involve domestic or international travel. Students may not be required to attend a single-day field trip unless such request is noted in the syllabus. This form is not required for an on-campus trip (i.e., trip to Library, Boehm Gallery, etc.) and when the class meets at the same time as scheduled.

Instructor's Name(s) _____

Department _____

To the Instructor: It is your responsibility to be familiar with single-day field trip regulations as found in Governing Board policy and procedures. Only students registered in the class may participate in single-day field trips. This form must be received by your Division Dean at least TWO WEEKS prior to the proposed trip (NO EXCEPTIONS). International Single-Day Field Trip requests, which require Palomar College Governing Board approval (see below), must be submitted at least FIVE WEEKS prior to the proposed trip.

1. Date(s) of trip: _____

2. Class Name(s) and Class Number(s) _____

3. Regular class meeting day, time, location, and classroom number:

4. Destination(s) (Complete address information must be provided):

5. Beginning and estimated ending times of field trip: _____

6. Specify what alternate learning activity has been arranged for students not making trip. Alternate arrangements are required. "None" or "Allowed absence" will not satisfy this requirement:

7. Student Fees: The instructor must make arrangements with the Cashier's Office for collection of student fees, if applicable. Instructors are not to collect fees from students.

8. Transportation: Please indicate below the type of transportation to be used:

- | | |
|--|--|
| <input type="checkbox"/> Student Vehicles | <input type="checkbox"/> Walking |
| <input type="checkbox"/> College Van or Car | <input type="checkbox"/> Public Transportation |
| <input type="checkbox"/> Commercial Transportation | <input type="checkbox"/> Other (attach sheet) |

Please submit a *Request of Use of College Vehicle* to Facilities if a college car or van is desired, or purchasing requisition to Purchasing if commercial transportation is desired.

Additional Requirements for International Single-Day Field Trip :

- List of all participants (attach sheet)
- Waivers signed by each participant or guardian (Waivers are available on the Instructional Services website.)
- Yes Students have been supplied with a copy of the Student Code of Conduct.
- Mode of transportation: College Van or Car Commercial Transportation
 Student Vehicles Other (attach sheet)
- U.S. Department of State Travel Warnings or Travel Alerts for the Area:
 (http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html) Do any exist? Yes No
 (If a travel warning or alert exists and you are still requesting the Extended Field Trip, attach an explanation.)
- Governing Board approval

Instructor's Signature	Date	<p style="text-align: center; margin: 0;">Division Office Use</p> <p>Approved____ Disapproved____</p> <p>1. Original to Instructional Services_____</p> <p style="text-align: right;">Date _____</p> <p>2. Copy to Division Dean _____</p> <p style="text-align: right;">Date _____</p> <p>3. Copy to Instructor _____</p> <p style="text-align: right;">Date _____</p> <p>4. Copy to Center Staff _____</p> <p style="text-align: right;">Date _____</p> <p>5. Copy to Building/Grounds _____</p> <p style="text-align: right;">Date _____</p> <p style="margin-left: 20px;">Purchasing _____</p> <p style="text-align: right;">Date _____</p>
Reviewed and Approved by:		
Department Chairperson/Director	Date	
Division Dean	Date	

Assistant Superintendent/Vice President for Instruction Date
 (required for International Single-day Field Trip)

Note to Dean: Please submit original to Instructional Services after approval. If the class is taught at an Educational Center, please send a copy of this form to the Center staff after approval.