

San Mateo County Community College District  
**Request for Field Trip/Excursion Approval**

Cañada College

College of San Mateo

Skyline College

This request must be filed with the Instruction Office in order to establish recognition of the proposed field trip/excursion as an official college activity. This is essential to assure student/staff protection under liability and student accident insurance.

Instructor		Ext.	Date of Request		
Course Name and #		Destination			
Purpose					
Date of Departure		Time	Date of Return		Time
Individual in Charge <i>(If different from Instructor)</i>		Number of Students		Departure Point	
Check Pertinent Point:		<input type="checkbox"/> One Day (School Day)	<input type="checkbox"/> One Day (Non-school day)		
		<input type="checkbox"/> Overnight Trip ____ Nights	<input type="checkbox"/> Out-of-State Trip		
Type of Transportation:		<input type="checkbox"/> District Sponsored	<input type="checkbox"/> Individual Arrangement		

**I have read and abide by the Board Policies and guidelines pertaining to Field Trips.**

Instructor Signature		Date
Signature of Individual in Charge <i>(if applicable)</i>		Date
Approved by:		
Division Dean		Date
Vice President of Instruction or Student Services		Date

**NOTE:** Please complete and submit to Division Dean at least **two weeks** prior to date of departure. Division Office will forward a signed copy to Instruction or Student Services Office for final approval.