**FTCC logo**

**Field Trip Request Form**

Completed form must be submitted at least **5 working days prior** to the scheduled trip.

Email is an acceptable method of submission for all in-county requests.

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| **Date:** |  |

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| **Trip Information** | |
| **Requester's Name:** | **Day Trip – List Date:**  **Multiple Days – List Dates:**  **Note: For out-of-county field trips, a Request for Travel must accompany the Field Trip Request Form.** |
| **Destination Including Address:** |
| **Instructional Purpose:** | **Emergency Telephone at Destination:**  (     )       -       **Ext.** |
| **College Vehicle Required:**  **No**  **Yes [If yes, please contact Plant Operations (x8-8228) to reserve a vehicle. Drivers must have a current Driver Privacy Protection Act Authorization form (FTCC Form M-11) on file.]** | |
| **List of Participating Students: (For classes, list course and section # and attach roster)** | |

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| **Approvals**  (Approval for on-campus field trips requires Program Coordinator or Department Chair approval only.) | | | | | |
|  |  |  | **Approved** |  |  |
|  | **Program Coordinator** |  | **Unapproved** | **Initials / Date** |  |
|  |  |  | **Approved** |  |  |
|  | **Department Chair** |  | **Unapproved** | **Initials / Date** |  |
|  |  |  | **Approved** |  |  |
|  | **Division Chair** |  | **Unapproved** | **Initials / Date** |  |
|  |  |  | **Approved** |  |  |
|  | **Program Area Dean** |  | **Unapproved** | **Initials / Date** |  |
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| **Distribution:**  Dean  Department Chair / Program Coordinator  Department Secretary | Division Chair  Evening & Weekend Programs Director (if applicable)  Security |