

**CUESTA COLLEGE
REQUEST FOR FIELD TRIP, EXCURSION, ALTERNATE CLASS SITE,
OFF-CAMPUS ACTIVITY OR PROJECT**

Board Policy 5110 (R5110) states that "Approval for each educational field trip shall be secured in advance of any other action." And, "Arrangements for field trips shall be made by the instructor only after approval is granted."

Please plan to get approval of your field trip at least two weeks prior to the activity.

Division:

Instructor:

Class:

Date of Trip:

Beginning Time:

Returning Time:

Place:

Purpose of Activity:

Names of Supervisors:

Means of Transportation: *(Please mark one box.)*

- 1. Private auto—class will begin and be dismissed at the site.
- 2. College vehicle
- 3. Rental vehicle (only applicable when a college vehicle is not available)

Remarks:

Approved by:

Division Chair/Director

Date

Dean of Instruction or Vice President

Date