



Student Life & Leadership

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

Administrative Procedure 4300 states that “approval for each educational field trip shall be secured in advance of any other action” and that “arrangements for field trips shall be made by the district employee only after approval is granted.”

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

Division/Student Club:

Employee:

Class (if applicable):

Date of Trip:

Beginning Time:

Returning Time:

Place:

Purpose of Activity (*Describe the activity and check boxes that apply below*)

- 1. Field Trip
- 2. Alternate Class Site
- 3. Off Campus Activity

Field Trip Supervisors:

Means of Transportation:

- 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:

_____ Date
Division Chair/Director/Club Advisor

_____ Date
Dean or Vice President

_____ Date
Student Life and Leadership Staff Member (required for club requests)