

SANTA CLARITA COMMUNITY COLLEGE DISTRICT
COLLEGE OF THE CANYONS

FIELD TRIP REQUEST

All **International Only** Field Trip Requests require Board Approval before departure date(s) of Field Trip.
For Board approval prior to this trip, please allow a minimum of 3 weeks after last approval to process this Request.

DEPARTURE DATE(S) OF FIELD TRIP*:

RETURN DATE(S) OF FIELD TRIP*:

***NOTE:** Each Field Trip Destination requires a **separate** Field Trip Request form.
A Field Trip Date Change will require a **new** Field Trip Request form.

PLEASE PRINT CLEARLY:

Instructor/Advisor:	
Email – Waiver will be sent to email address shown here after all approval's below	
Telephone / Extension	
CHECK ONE: <input type="checkbox"/> INSTRUCTION CLASS (CREDIT OR NON-CREDIT) <input type="checkbox"/> ASG-CLUB <input type="checkbox"/> OTHER (specify)	
Class (Name/Number/Section) or Club:	
Activity(ies)/Destination(s)	
Transportation (check one):	<input type="checkbox"/> Responsibility of Student <input type="checkbox"/> Provided by college

Describe the objectives of the proposed activity(ies) and how they relate to course/program/club content/objectives:

→ → REQUIRED SIGNATURES ← ←

For International Only Field Trip Approval, please allow a minimum of 3 weeks after last approval to process this Request.

Instructor / Advisor	Date
Department Chair / Manager	Date
Division Dean / Director	Date
Instruction Office / AVP	Date

Instruction Office / Fiscal Services / Risk Management Use Only

Instruction Office: Copies to <input type="checkbox"/> FS <input type="checkbox"/> RM <input type="checkbox"/> Div Dean <input type="checkbox"/> Faculty	Date Sent _____
Fiscal Services:	Board Date _____ (International Field Trips Only)
Risk Management: <input type="checkbox"/> Waiver sent to email shown above	Date Sent _____