

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
FIELD TRIP REQUEST (Las Positas College)

INSTRUCTOR NAME: _____ DIVISION/AREA: _____

COURSE TITLE AND NUMBER: _____ SECTION(S): _____

DESTINATION: _____

PLACE OR FIRM

STREET ADDRESS

CITY OR AREA

PURPOSE
(Be Specific)

DEPARTURE DATE: _____
Day of the Week Month Date Year Time am/pm

ESTIMATE RETURN: _____
(TIME) (A.M.-P.M) (AND DATE)

ASSEMBLY POINT:

- Las Positas
- Chabot
- Destination
- Other (identify) _____

ESTIMATED NUMBER
OF STUDENTS: _____

TYPE OF TRIP

CHECK ONE

- Class I (On Campus)
- Class II (In District)
- Class III (Out-of-District)
- Class IV (Out-of-State)

CLASS I - Field trips are **ON-CAMPUS** activities limited to College campus. Authorization is granted through the administrator in charge.

CLASS II - Field trips are **IN-DISTRICT** activities off campus, but limited by boundaries of the Chabot-Las Positas Community College District (Castro Valley, Hayward, San Leandro, San Lorenzo, Union City, Livermore, Pleasanton, Dublin and Sunol).

CLASS III - Field trips are **IN-STATE, OUT-OF-DISTRICT** activities extending outside boundaries of the Chabot-Las Positas Community College District. Requests must be submitted at least ONE MONTH prior to the date of the trip.

CLASS IV - **OUT OF STATE**, activities conducted outside the state of California. Requests must be submitted at least SIX WEEKS prior to the date of the trip.

VEHICLE NEEDED*: Van (15 passenger) Bus (25 passenger) Rental Vehicle Other (District Vehicle)

***Check Box if a District Vehicle/Gas Card Request Form has been submitted to M&O Dept.:**

(DATE)

(INSTRUCTOR SIGNATURE)

APPROVAL

DIVISION DEAN

VICE PRESIDENT

PRESIDENT (Class III & IV)

(DATE)

(DATE)

(DATE)

Account Number _____

1. Rescheduling of field trip from approved date indicated above must be approved by the Office of Academic Services.
2. Requests for chartered bus transportation will be confirmed by the Office of Administrative Services.
3. Arrangements for van transportation shall be made by instructor with Maintenance & Operations Department.
4. A college first aid kit must be in the possession of the instructor while on a field trip.