

Associated Students of Las Positas College (ASLPC)

Student Life Off-Campus Form

ADVISOR/STAFF:	
AREA/DIVISION/CLUB:	
DESTINATION:	
ADDRESS:	
PURPOSE (Be Specific):	

DEPARTURE DATE:		TIME:	<input type="checkbox"/> AM <input type="checkbox"/> PM
RETURN DATE:		TIME:	<input type="checkbox"/> AM <input type="checkbox"/> PM
NUMBER OF STUDENTS:		NUMBER OF ADVISORS:	
TYPE OF TRIP:	Class I (On Campus) <input type="checkbox"/> Class II (In District) <input type="checkbox"/>	Class III (Out of District) <input type="checkbox"/> Class IV (Out of State) <input type="checkbox"/>	
ASSEMBLY POINT:	Las Positas College <input type="checkbox"/> Chabot <input type="checkbox"/> District <input type="checkbox"/>	Destination <input type="checkbox"/> Other <input type="checkbox"/>	

DATE OF REQUEST:		ADVISOR/STAFF SIGNATURE:	
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APPROVAL			
STUDENT LIFE ADVISOR SIGNATURE:		DATE:	
VP STUDENT SERVICES SIGNATURE:		DATE:	
PRESIDENT SIGNATURE: (CLASS III/CLASS IV)		DATE:	

INSTRUCTIONS
<p>***NOTE TO ADVISOR OR STAFF MEMBER: If the activity/event affects your classes, you will need to seek approval from your Dean and, in addition, fill out a Faculty Absence Report and Conference Request form.***</p> <ol style="list-style-type: none"> 1. Rescheduling of activity/event from approved date indicated above must be approved by an Administrator. 2. All Advisors must have Injury/Illness/Accident training from Administrative Services (Sharon Davidson) 1 week prior to activity/event. 3. A college first aid kit must be in possession of the staff member while on an off-college site trip. Obtain first aid kit from Security. 4. Vehicles to be left over night on college property must have approval of college Security or will be towed at owner's expense.

MUST HAVE THE STUDENT LIFE OFF CAMPUS ATTENDEE LIST ATTACHED

