

# STUDENT LIFE OFF-CAMPUS FORM

Associated Students of Las Positas College (ASLPC)  
Inter-Club Council (ICC)

ADVISOR/STAFF: \_\_\_\_\_ AREA/DIVISION/CLUB: \_\_\_\_\_

DESTINATION: \_\_\_\_\_

PLACE OR FIRM

STREET ADDRESS

CITY OR AREA

PURPOSE: (Be Specific) \_\_\_\_\_

DEPARTURE DATE/TIME: \_\_\_\_\_ AM PM

ESTIMATED RETURN: \_\_\_\_\_ AM PM

ESTIMATED NUMBER OF STUDENTS: \_\_\_\_\_

ESTIMATED NUMBER OF ADVISORS: \_\_\_\_\_

## TYPE OF TRIP:

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

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ASSEMBLY POINT: Las Positas Chabot District Destination Other : \_\_\_\_\_

\_\_\_\_\_  
(DATE OF REQUEST)

\_\_\_\_\_  
(ADVISOR/STAFF'S SIGNATURE)

**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.**

## APPROVAL

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ Class III & IV  
Student Life Advisor Vice President of Student Services President  
\_\_\_\_\_  
Date Date Date

ACCOUNT NO: \_\_\_\_\_

## INSTRUCTIONS

1. Rescheduling of activity/event from approved date indicated above must be approved by designated 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.

Distribution: \_\_\_ Requester \_\_\_ Student Life Advisor \_\_\_ VP Student Services \_\_\_ Admin. Svcs