# YUBA COMMUNITY COLLEGE DISTRICT

**FIELD TRIP/EXCURSION REQUEST** Date: _____

Instructor/Advisor: _____ Phone: _____

Class (Program/Number/Name)/Club/Team: _____

| Activity/Destination(s) – Include address | Departure Date/Time | Return Date/Time |
|---|---|---|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

For a "Curriculum Related Field Trip" describe the objectives of the proposed activity(ies) and how they relate to the particular course(s) sponsoring the trip.

Transportation:
- Provided by College _____
- Number of Passengers _____
- Driver Requested _____
- Responsibility of Student _____

Leaving From _____
Vehicle Type _____

Note 1: Trip/Excursion begins at the site of field trip/designated hours of trip.

Accommodations Needed: _____

Note 2: Attach itinerary indicating specific locations, dates, and suggested hotel(s) and number of rooms needed.

Advance Ticket/Admission Purchase Needed: Check if applicable: _____ Number Needed: _____

Note 3: Attach name of site, event, or ticket office and date and time needed.

Note 4: Attach "Participant List With Emergency Contact Information" Form.

Participation form(s) to be signed by each participant:
- ____ Field Trip/Excursion Waiver Statement and Medical Authorization--Adult or Minor
- ____ Voluntary Transportation Agreement--Athletics (If student driving self)
- ____ Community Education Foreign Excursion Agreement

Budget Code: _____

_____ Date: _____
Instructor/Advisor Signature

_____ Date: _____
Area Administrator/Supervisor

_____ Date: _____
VP, Yuba College; VP Woodland Community College

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_____ Date. _____
Manager Purchasing