Chaffey College

INSTRUCTIONAL FIELD TRIP AUTHORIZATION REQUEST

Originator: _____ Date of Trip: _____

Course Title: _____ Section(s)#: _____ _____

Regular Meeting Time(s): _____

Purpose of Trip: _____

Destination (be specific): _____

Additional Destination: _____

Class Requirement: ☐ If so, please attach a copy of the syllabus and highlight portion that shows it is a requirement, along with the alternate assignment offered in case a student is unable to participate in the field trip.)

If not on the syllabus, waivers are mandatory.

Cultural Enrichment: ☐ Optional for students. Will not affect students' grades if they do not attend field trip.

Is transportation needed? Type of Transportation: ☐ Bus ☐ District Vehicle

☐ Yes ☐ No

If yes, please complete a Transportation Request on-line at: Transportation Request

Are there any costs associated with this trip? (Food, transportation, lodging, etc.)

☐ Yes, provide funding source(s): _____

☐ No

Do you have any students that require accommodations?

☐ Yes ☐ No

If you require a disability-related accommodation to ensure equal access to this field trip, please contact the person coordinating the trip at least **10 business days in advance**, when possible. The trip coordinator will work with the appropriate College office to address accommodation requests. Requests made with less than 10 business days' notice will be considered; however, the College may not be able to arrange all requested accommodations on short notice.

It is recommended that the alternate assignment be free for students.

Signed (Originator): _____ Date: _____

Approved (Dean): _____ Date: _____

Approver Notes: _____

*** Students must be enrolled in a Chaffey College section to participate in field trips ***