

**El Camino College  
Student & Community Advancement  
Request for Board Approval for Instructional Field Trips**

Fall \_\_\_\_\_

Spring \_\_\_\_\_

Summer \_\_\_\_\_

Winter Intersession \_\_\_\_\_

Date of Field Trip	Instructor	Event or Site to be Visited And Location (Street and City)	Class	Estimated # of Students	Depart/Return (am/pm)	Transportation* Bus or Vans (include cost)
<b>Other costs associated with the field trip:</b>						
<b>State objectives of visit:</b>						
<b>What is the plan of student participation (including any oral or written reports)?</b>						
<b>What equipment, supplies, etc. will be supplied by the student?</b>						
<b>Will additional supervisory personnel be required?</b>						

\* Students may not use their own transportation enroute to or returning from field trips.

**If transportation is by bus, a purchase requisition should be routed through the Business office. If transportation is by college vans, application for the vans should be made by the division secretary.**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean/Director Approval