



EL CAMINO COLLEGE
EXCURSION APPROVAL FORM
FOR STUDENT ORGANIZATIONS

Date Received: _____

Staff Name: _____

DIRECTIONS

- 1) Review the other information attached to this form.
- 2) Approve the excursion at your organization meeting and complete this form.
- 3) Obtain the signature of the faculty adviser who will supervise and attend the entire activity.
- 4) Return the completed form and organization minutes to the Student Development Office (SDO) four weeks prior to the excursion.
- 5) After approval review, SDO will return a copy of this form to the organization.

STUDENT ORGANIZATION: _____ Date: _____

Student responsible (print): _____

Phone number: _____ Email: _____

ECC adviser supervising and attending the excursion (print): _____

Adviser's signature (indicates that this adviser will supervise & attend this entire event): _____

Adviser's phone number: _____ Adviser's email: _____

EXCURSION INFORMATION

Date the organization approved the excursion: _____
(Attach organization minutes)

Description of activity (attach conference brochure, if applicable): _____

Activity sponsor, if other than El Camino College: _____

Date(s) of activity: _____

Time leaving: _____ Time returning: _____

Location or destination (attach itinerary if more than one destination): _____

Address: _____ City: _____ State: _____

Is the trip destination within 50 miles of El Camino College? Yes No*

*If no, this trip will need to be approved by the Vice President of Student & Community Advancement.

Mode of transportation: _____

If personal vehicles are being used, each vehicle driver must attend an ECC Approved Driver workshop and submit a DMV driving record report to Campus Police as well as submit a Personal Vehicle Use Form to SDO at least one week prior to the excursion.

Indicate the number of ECC students going on this excursion: _____

An excursion Waiver Form must be completed by every student and submitted to SDO at least one week prior to the excursion.

(Complete information on reverse side)

Indicate total estimated expenses for the trip and itemize expenses below, if applicable: \$ _____

Transportation \$ _____ Hotel/accommodations \$ _____
Food \$ _____ Registration fees \$ _____
Other \$ _____

How is this trip going to be financed? Indicate amounts below.

ECC Student Organization* \$ _____

*Organization must approve this amount and provide the meeting minutes with approval of funds.

Amount \$ _____ Account # _____

Amount \$ _____ Account # _____

Other ECC Funds \$ _____

Amount \$ _____ Account # _____

Amount \$ _____ Account # _____

Participants' Personal Funds \$ _____

Other funding—explain and indicate amount: _____

EXCURSION APPROVAL

___ EXCURSION APPROVED ___ EXCURSION NOT APPROVED

Signature: _____ Date: _____
Director, Student Development

___ EXCURSION APPROVED ___ EXCURSION NOT APPROVED

Signature: _____ Date: _____
Vice President, Student & Community Advancement

DEADLINES

Excursion Waiver Forms are due to SDO by

Personal Vehicle Use Forms are due to SDO by

Insurance Forms to be picked up from SDO by adviser on or after

Date Received: _____ Funds Available? _____ Minutes Attached? _____ Date Sent to VP: _____ Excursion Waivers Received: _____ Personal Vehicle Forms Received: _____ Insurance Forms to Adviser: _____	Copy Distribution: <input type="checkbox"/> SDO—original with copy of Excursion Waiver Forms attached <input type="checkbox"/> VP, SCA—copy of Excursion Waiver Forms attached <input type="checkbox"/> Campus Police—copy of Excursion Waiver Forms attached <input type="checkbox"/> Student Organization Adviser—original Excursion Waiver Forms attached <input type="checkbox"/> Student organization files <input type="checkbox"/> ICC Adviser (for posting on ECC website calendar)
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------