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| **FIELD TRIP FORM** |
| **Please scan or deliver this form, Release of Liability forms and any related documents required for your travel to Bruce Neumann in C-217J** [**bneumann6@wctc.edu**](mailto:BNEUMANN6@WCTC.EDU) **Thank you!** |

1. Include a list of **participating** students and chaperones **AND** a signed Release of Liability Form for each student and chaperone.
2. This form must be filed with the Associate Dean **fourteen days** before the activity.
3. This form must be completed for any activity in which students leave the campus for instructional purposes.
4. If the trip conflicts with another scheduled class, the conflict must be cleared with the appropriate instructor.
5. **Club Advisors:** Please deliver all documents to Jonathan Pedraza, C-121, per Club Advisor Travel Checklist.

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| Today’s Date: | | |
| From: | Approved: | |
| Field Trip Date: | (Associate Dean) | |
| Educational Objective: | | |
| Destination: | | |
| (Site, Company, Organization, etc.) (City, State) | | |
| Organizer/Instructor: | | |
| Teaching substitute needed?  YES  NO No. of Hours: | | |
| Course Number:  CRN: | Course Title: | |
| Transportation:  Private Car  Bus – Name of Rental Agency:  WCTC Van  Other | | |
| Time Departing: | | Time Returning: |
| Cost to District: $  Funds Available:  YES  NO Account Number:  Names of Additional WCTC Personnel Participating: | | |

This trip **will or will not (circle one)** conflict with another scheduled course. If the trip will conflict with another scheduled course, please list below and obtain signatures of the instructors of those courses.

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| Course Number | Time of Class | Instructor’s Signature |
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***Names of students participating: (Attach additional pages if needed)***