

Los Angeles Community College District

EAST LOS ANGELES COLLEGE

INSTRUCTOR'S APPLICATION FOR EXCURSION/FIELD TRIP

Directions:

This form is to be completed by the academic employee who will supervise the field trip.

In addition to this form, the instructor must issue and collect a signed *Excursion/Field Trip Form* from every student who will attend the field trip completed in black or blue ink (not pencil). Each of the student Excursion forms must also be signed by the **Dean of the Department on the bottom of the second page.**

Students must complete Sections **A** and **B** of the *Excursion/Field Trip Form* entirely, and, if applicable, Sections C and/or D and/or E. No lines should be left blank in sections A and B.

The original *Instructor's Application for Excursion/Field Trip* and the original student *Excursion/Field Trip Forms* must be completed, signed and submitted all together to the Student Services Division Office in E1-213 no later than **two weeks prior to each field trip date**.

The instructor must retain copies of the completed student *Excursion/Field Trip* forms for his/her records.

Today's Date: _____ Course Title: _____

Instructor: _____ Date(s) of Trip: _____

Destination: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone: _____

Purpose of trip: _____

Departure	Return
Departing from: _____	Departure time: _____ <input type="checkbox"/> am <input type="checkbox"/> pm
Departure time: _____ <input type="checkbox"/> am <input type="checkbox"/> pm	Arrival time: _____ <input type="checkbox"/> am <input type="checkbox"/> pm
Arrive @ destination: _____ <input type="checkbox"/> am <input type="checkbox"/> pm	

Type of transportation: Bus Automobile Other: _____

Signature of Dean of Academic Affairs	Date	Signature of Vice President of Academic Affairs	Date
---------------------------------------	------	---	------

Signature of Vice President of Student Services	Date
---	------