

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. It must be signed by the Dean of the Department.

Students must complete Sections A and B, and, if applicable, Sections C and/or D and/or E, of the *Excursion/Field Trip Forms*.

A new set of forms—*Instructor's Application for Excursion/Field Trip* and the student *Excursion/Field Trip Forms*—must be completed and submitted **two weeks prior to each field trip the class takes**.

The instructor must retain a copy of the completed student forms for his/her records, and submit the originals to the Office of Student Services.

Today's Date: _____ Course Title: _____

Instructor: _____ Date 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 Supervising Academic Employee

Signature of Academic Affairs Dean