

**ROWAN-CABARRUS COMMUNITY COLLEGE
REQUEST FOR FIELD TRIP AND
OTHER OFF-CAMPUS COLLEGE-SPONSORED ACTIVITIES**

**(All requests must be submitted to the Program Head/Program Director
at least 7 days in advance of the scheduled field trip.)**

DATE: _____

Name of Faculty/Staff Sponsor: _____ Department: _____

Name of Class: _____

Date of Field Trip or Activity: _____

Name and Address of Place Being Visited: _____

Purpose or Educational Objective: _____

(RCCC Procedure 5.18 states, "All field trips and other off-campus college-sponsored activities must have educational objectives which relate directly to stated program and course objectives which are listed in the course syllabus.")

Phone Number (in case of emergency): _____

Contact Person (at field trip site) Notified of Trip: _____

Mode of Transportation: _____

(If the college van is used, the instructor must complete a *Request for Use of School Van*)

Departure Time: _____ Approximate Return Time: _____

(Attach a copy of the class roster noting the students who will be participating in the field trip.)

Each student listed has signed a Student Acknowledgment of Behavior Standards for Field Trips and Other Off-Campus College-Sponsored Activities (Appendix 5.18C) and **forms must be attached to the request.*

NOTE: Class convenes and dismisses at location.

____ Approval Recommended ____ Approval Not Recommended	_____ Instructor
____ Approval Recommended ____ Approval Not Recommended	_____ Program Head/Program Director
____ Approved ____ Not Approved	_____ Appropriate Dean
____ Approved ____ Not Approved	_____ Academic Vice President OR _____ Vice President, Student Services

Student Assessment for Travel

Proposals that students pay all or part of the cost for a field trip or activity must be discussed with the appropriate vice president as early as possible and prior to discussion with students. A formal request must be written and submitted to the President. Approval of the President is required. All money collected from students must be deposited with the college Business Office within 24 hours of collection.

APPENDIX 5.18-A