

**SONOMA COUNTY JUNIOR COLLEGE DISTRICT
FIELD TRIP/ACTIVITY REQUEST**

Instructor/Advisor: _____ Campus/Location: _____

Class (Name/Number/Section)/Club/Other: _____

Activity (ies)/Destination(s)	Departure Date	Return Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Describe the objectives of the proposed activity(ies) and how they relate to course/program/club content/objectives.

Is transportation to be provided by college? YES NO

Attach roster of proposed participants.

Participation form to be signed by each participant:

Field Trip/College-Sponsored Activities Liability Waiver

Requested By: _____ Date: _____
Instructor/Advisor

Dept Chair Approval: _____ Date: _____
(If applicable)

Supervising Administrator: _____ Date: _____

Component VP Approval: _____ Date: _____
(Or designee)

Please return a copy of approved document to requestor.

REQUEST FOR USE OF SANTA ROSA JUNIOR COLLEGE VEHICLE

DATES OF TRIP _____ DESTINATION _____
(City and County)

PURPOSE OF TRIP _____

Departure time from SRJC: _____ AM/PM Number of Passengers: _____

Arrival time back to SRJC: _____ AM/PM Vehicle(s) Preferred: _____

EQUIPMENT TO BE CARRIED: _____

DRIVER(S) OF CAR(S): _____ EXT: _____

_____ EXT: _____

I UNDERSTAND THAT ONLY AUTHORIZED DRIVERS ARE TO DRIVE SCHOOL VEHICLES, AND THAT NO SMOKING IS ALLOWED IN ANY DISTRICT VEHICLE. (REF. POLICY 4.11.4).

REQUESTED BY _____
(Name) (Department) (Ext)

BUDGET CODE: _____ - _____ - _____ - _____ - _____
(Please check appropriate object code.)
_____ 5210 Conference/Travel-Staff
_____ 5220 Travel/Student
_____ 5230 Mileage Allowance
_____ 5610 Travel-Athletics
_____ 5620 Field Trips

APPROVED BY: _____
Department Chair/Coordinator Date

Please Print Name

FOR OFFICE USE ONLY

Vehicle Assigned _____ Keys Returned _____

Credit Card Assigned: _____ Credit Card Returned _____

MILEAGE:

End						End					
Start						Start					
Total						Total					

VEHICLE NOT AVAILABLE – DEPARTMENT NOTIFIED _____

ALTERNATE SUGGESTION: _____