

# CITY COLLEGE OF SAN FRANCISCO

## FIELD TRIP AUTHORIZATION

The College District Policy Manual states that field trips required as a regular part of the instruction in a course must be mentioned in the course description in the college catalog. Advance notice of such trips must be given to the department chair and appropriate administrators. The following constitutes such notice.

**ALL STUDENTS MUST COMPLETE THE FIELD TRIP/EXCURSION NOTICE FORM.**  
**INSTRUCTOR SHOULD RETAIN COMPLETED FORMS.**

DATE: \_\_\_\_\_

FALL \_\_\_\_\_ SPRING \_\_\_\_\_ SUMMER \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

INSTRUCTOR'S NAME: \_\_\_\_\_

COURSE NAME AND NUMBER: \_\_\_\_\_

DATES, TIME AND DESTINATIONS OF PROPOSED FIELD TRIPS:

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COMMENTS: \_\_\_\_\_

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**PLEASE SIGN AND ROUTE TO THE NEXT PERSON.**

1. INSTRUCTOR'S SIGNATURE: \_\_\_\_\_

2. DEPARTMENT CHAIR'S SIGNATURE: \_\_\_\_\_

3. SCHOOL DEAN'S SIGNATURE: \_\_\_\_\_

4. DIRECTOR, ADMINISTRATIVE SERVICES, 33 GOUGH ST. (FOR FILES)