

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT FIELD TRIP REQUEST (Las Positas College)

Print Form

INSTRUCTOR NAME: Kyle Johnson

DIVISION/AREA: Communication Studies

COURSE TITLE AND NUMBER: Activities in Forensics CMST 48

SECTION(S): V01

DESTINATION: International Forensics Tournament

PLACE OR FIRM

Alexanderpl. 7, 10178

Berlin, Germany

STREET ADDRESS

CITY OR AREA

PURPOSE
(Be Specific)

The Las Positas forensics team, the Talk Hawks, will be competing in an international, intercollegiate speech and debate tournament in Berlin Germany.

DEPARTURE DATE: Friday March 08 2019 7:00 a.m.
Day of the Week Month Date Year Time am/pm

ESTIMATE RETURN: 9.00 pm; March 17, 2019
(TIME) (A.M.-P.M) (AND DATE)

ASSEMBLY POINT:

- Las Positas
 Chabot
 Destination
 Other (identify) SFO - Airport

ESTIMATED NUMBER OF STUDENTS: 6

TYPE OF TRIP

CHECK ONE

Class I (On Campus)
 Class II (In District)
 Class III (Out-of-District)
 Class IV (Out-of-State)

CLASS I - Field trips are **ON-CAMPUS** activities limited to College campus. Authorization is granted through the administrator in charge.

CLASS II - Field trips are **IN-DISTRICT** activities off campus, but limited by boundaries of the Chabot-Las Positas Community College District (Castro Valley, Hayward, San Leandro, San Lorenzo, Union City, Livermore, Pleasanton, Dublin and Sunol).

CLASS III - Field trips are **IN-STATE, OUT-OF-DISTRICT** activities extending outside boundaries of the Chabot-Las Positas Community College District. Requests must be submitted at least **ONE MONTH** prior to the date of the trip.

CLASS IV - **OUT OF STATE**, activities conducted outside the state of California. Requests must be submitted at least **SIX WEEKS** prior to the date of the trip.

VEHICLE NEEDED*: Van (15 passenger) Bus (25 passenger) Rental Vehicle Other (District Vehicle)

*Check Box if a District Vehicle/Gas Card Request Form has been submitted to M&O Dept.:

10/31/2018
(DATE)

Kyle D. Johnson
(INSTRUCTOR SIGNATURE)

[Signature]
DIVISION DEAN
10/31/18
(DATE)

APPROVAL

[Signature]
VICE PRESIDENT
11/2/18
(DATE)

[Signature]
PRESIDENT (Class III & IV)
11/6/18
(DATE)

Account Number _____

1. Rescheduling of field trip from approved date indicated above must be approved by the Office of Academic Services.
2. Requests for chartered bus transportation will be confirmed by the Office of Administrative Services.
3. Arrangements for van transportation shall be made by instructor with Maintenance & Operations Department.
4. A college first aid kit must be in the possession of the instructor while on a field trip.

Reset Form