

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

INSTRUCTOR NAME: James Dobson

DIVISION/AREA: A&H/CMST

COURSE TITLE AND NUMBER: SPCH 48

SECTION(S): V01

DESTINATION: Radisson Narita

PLACE OR FIRM

650-35 Nanae, Tomisato-Shi, Narita, Chiba, 286-0221,

Narita, Japan

STREET ADDRESS

CITY OR AREA

PURPOSE  
(Be Specific)

The Speech team will be competing at the International Forensics Association Tournament.

DEPARTURE DATE: Friday March 6 2020 8:00 a.m.  
Day of the Week Month Date Year Time am/pm

ESTIMATE RETURN: 10:00 P.M. 3-14-20  
(TIME) (A.M.-P.M) (AND DATE)

ASSEMBLY POINT:

- Las Positas  
 Chabot  
 Destination  
 Other (identify) SFO Airport

ESTIMATED NUMBER OF STUDENTS: 8

TYPE OF TRIP	
<p>CHECK ONE</p> <p><input type="checkbox"/> Class I (On Campus)</p> <p><input type="checkbox"/> Class II (In District)</p> <p><input type="checkbox"/> Class III (Out-of-District)</p> <p><input checked="" type="checkbox"/> Class IV (Out-of-State)</p>	<p><b>CLASS I</b> - Field trips are <b>ON-CAMPUS</b> activities limited to College campus. Authorization is granted through the administrator in charge.</p> <p><b>CLASS II</b> - Field trips are <b>IN-DISTRICT</b> 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).</p> <p><b>CLASS III</b> - Field trips are <b>IN-STATE, OUT-OF-DISTRICT</b> activities extending outside boundaries of the Chabot-Las Positas Community College District. Requests must be submitted at least <b>ONE MONTH</b> prior to the date of the trip.</p> <p><b>CLASS IV - OUT OF STATE</b>, activities conducted outside the state of California. Requests must be submitted at least <b>SIX WEEKS</b> prior to the date of the trip.</p>

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.:

7-31-19  
(DATE)

James Dobson  
(INSTRUCTOR SIGNATURE)

[Signature]  
DIVISION DEAN  
10/11/19  
(DATE)

APPROVAL  
Krista Whelan  
VICE PRESIDENT  
10-24-19  
(DATE)

[Signature]  
PRESIDENT (Class III & IV)  
10-14-19  
(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.

