



Date: September 23, 2021 (Updated 11/18/21)

To: Dr. Dyrell Foster, President of Las Positas College
Dr. Kristina Whalen, Vice President of Academic Services
Amy Mattern, Dean of Arts and Humanities

From: Natalie Kellner, Director of Forensics
Tim Heisler, Assistant Director of Forensics

Re: Forensics – International Travel

The 2021/2022 Forensics Team is planning (with permission!) to attend the prestigious International Forensics Association (IFA) Tournament, scheduled to be held in Mexico City, Mexico from March 11-18, 2022.

The Las Positas College Talk Hawks have participated in this competition many times in the past:

- 2006 in Prague, Czech Republic
- 2007 in Buenos Aires, Argentina
- 2009 in Montreal, Canada
- 2012 in Rome, Italy
- 2013 in Antwerp, Belgium
- 2014 in Paris, France
- 2015 in Barcelona, Spain
- 2016 in Vienna, Austria
- 2017 in Lima, Peru
- 2018 in Montreal, Canada
- 2019 in Berlin, Germany

We have a tremendous history of success at this event. Over the years LPC has produced 9 International Champions, in 2007 and 2016 LPC finished as the top-ranked two-year institution at the tournament, and we have finished in the top-6 overall at the competition 9 times.

The purpose of this trip is to expose our students to the highest caliber of competition from both the United States as well as foreign institutions. We are ready for the challenge. It has been our experience that the education and cultural exposure that comes from participation at the international competition far outweighs the educational opportunities that are provided from similar tournaments held here in the Bay Area. Over the years, numerous participants on the team have changed their majors and career plans *because* of their participation at this tournament. Typically, the best Forensics Programs from the United States attend this event so this is also an opportunity for Las Positas College to be exposed and showcased to the top speech and debate institutions around the world. Because of this tournament, we have had students recruited and attend some of the top placing four-year institutions such as George Mason University, Bradley University, Illinois State University, and The University of Alabama.

Presently, the students and coaches are planning to pick up all of the costs for the transportation that will be associated with this trip. The current airfare rates are approximately \$500 for a round trip ticket and we'll need approximately \$150 more for shuttle and transportation services once in Mexico City. This will be paid for by the individual participants. We plan to use the Forensic Team's co-curricular funds for lodging expenses, entry fees and a team meal after the tournament – as they would be used for any stateside competition.

It is projected that the amount of money that will ultimately be spent from our co-curricular funds will be almost equivalent to what would be spent at the State Championship Tournament, the competition that we are replacing with the IFA trip.

We continue to actively seek donations from local clubs, organizations, family members and friends. We'll intend having a Speech and Story Night fund-raising event during the Spring 2022 semester. We hope to host two tournaments on campus in the spring that will bring in close to \$2000 which will help fund the trip. Of course, we may also seek assistance from various campus organizations as needed.

We fully expect to be able to cover the operational expenses for our International Tournament through our Co-curricular accounts. And again, the students and coaches will be paying approximately \$500-\$700 out of their own pocket to get themselves on the airplane and travel to the hotel (not to mention all participants will be paying for their own food - no meal stipend from the college accounts).

Natalie Kellner is the Director of the Forensics Team for the 2021/2022 school year and Tim Heisler is the Assistant Coach. Additionally, Jim Dobson is an officer in the IFA organization and the tournament director. His attendance is necessary for the operation of the tournament. For many of our students this is an opportunity of a lifetime. They are willing to make the sacrifice of fronting their own money to cover a majority of the expenses that are associated with this tournament. Our continued fund-raising efforts will help to alleviate some of that personal sacrifice.

Please contact us further if there are additional questions/concerns regarding this trip. It is our hope/desire/goal to embody Las Positas College at the highest level of Forensics Competition and give nothing less than the highest quality of representation. A breakdown of the predicted expenditures for the tournament can be found on the following page.

Thank you for your time and consideration.

Natalie Kellner

Tim Heisler

Jim Dobson

**Projected Expenditures for the 2022 International Forensics Association's
Championship Tournament:**

Airfare (paid by students and coaches) \$500 x 10	\$5,000
Food (paid by students and coaches)	\$3,000
Ground Transportation (paid by students and coaches)	\$1650
Tournament Entry Fee	\$300
Hotel (5 rooms for 6 nights)	<u>\$5,250</u>
Total	\$15,200

Amount paid by the students and coaches	\$9,650
Amount paid by Fundraising Activities (hosting tournaments)	\$2,000
Amount paid from school funds (Forensics co-curricular account)	\$3,550
Amount paid by CLPCCD	\$ 0.00



INTERNATIONAL FORENSICS ASSOCIATION

32nd ANNUAL SPEECH & DEBATE TOURNAMENT AND CONFERENCE MEXICO CITY, MEXICO – MARCH 11-18, 2022

Dear Colleagues,

As members of the forensics community, we cordially invite your program to join us in Mexico City from 11-18 March 2022 to compete internationally at our association's 32nd annual speech and debate tournament.

The tournament will be conducted in English and consist of team debates in National Parliamentary Debate Association format; individual debates in International Public Debate Association format; five interpretation of literature events, four platform speaking events, three virtual events, two limited preparation speaking events, as well as a nuance event designed to honor our host nation.

We know that the cost of airfare is often the reason programs are unable to attend, but we hope that by identifying the dates at an early juncture, keeping our fees low, and securing an affordable hotel contract (\$110 for single or \$120 for double occupancy (Additional guest \$55 maximum of 3), including breakfast). All competition rounds will be hosted at the Sheraton Mexico City Maria Isabel Hotel.

Should you have any questions regarding the registration process, please consult the instructions attached, visit our website www.intlforensics.org, or contact us at internationalforensics@gmail.com. We look forward to the prospect of seeing your team in Mexico for the experience of a lifetime!

Kind Regards,

Nicholas Butler

Nicholas D. Butler, Ph.D.
President, International Forensics Association
University of Maryland, Global Campus

Prof. James Dobson
Vice President
Las Positas College

Dr. Michael Middleton
Secretary
University of Utah

Prof. Sarah Hinkle
Treasurer
Colorado College

Dr. Tomeka Robinson
International Liaison
Hofstra University

ENTRIES

1. Entries are due to forensictournament.net by Friday March 4th 11:59 pm (PST)
2. A school may enter a maximum of 10 students and/or teams per event.
3. Students may enter a maximum of 2 events per pattern (4 total) PLUS debate: NPDA, BP **or** IPDA. Time does not permit a student to enter both styles of debate.
4. Schools with large entries may have to compete against fellow teammates.
5. **All rounds will be hosted in rooms at the Sheraton Mexico City.** Hence, 1-10 entries require 1 hotel room for competition; 11-20 requires 2 rooms; 21-30 requires 3, etc. Rooms need to be available for debate even though your school may not have debate entries.

FEES

1. Each school must pay a \$75 annual membership fee.
2. Each event entry requires a \$12 fee (assessed on March 4, 2022)
3. Any changes made after March 4 will be subject to a \$20 drop/change fee. Please email any changes to jjobson@laspositascollege.edu.
4. All schools are required to provide competition rooms at the tournament hotel. The exact number is based on entry as noted above. All competition rooms need to be made available starting Monday morning. (Reservations need to be made at the tournament hotel for Sunday, Monday, and Tuesday at a minimum for all competition rooms.)

JUDGES

1. Judges must be qualified educators and possess a bachelor's degree.
2. **Schools must provide as many judges as possible.** One judge covers 5 I.E. events per pattern (10 total) and 1.5 debate entries (For example, 1 judge is needed for 1 debate entry, 2 judges are needed for 2 debate entries, and 2 judges are needed for 3 debate entries, 3 judges for 4 debate entries and so on).
3. BP Debate judges are based on entry size. You must provide "n-1 judges" where n equals the number of teams entered, e.g., 3 teams= 2 judges, 4 teams + 3 judges, etc. BP judges are committed through finals. Each school with BP entries must provide a minimum of one BP judge.
4. Hired judge fees for schools without judges are \$12 per speech entry and \$30 per debate entry. No more than 2 uncovered debate entries will be allowed.
5. **All judges must be available to judge all events (speech and debate) at all times.** Specific judging requests may be made, and we will do everything we can to honor those requests, but judging needs may require the tournament to place judges into any event at any portion of the tournament.
6. **Every school is required to provide at least one judge.**

RULES OF COMPETITION

1. Contestants must be enrolled undergraduates at the school they represent. Exceptions will be made for students who graduate mid-year.
2. Contestants may not have received a baccalaureate degree or its equivalent. Exceptions will be made for students who graduate mid-year.
3. Contestants are limited to four years of international competition. These years need not be consecutive.
4. No speech or program used by the contestant in competition should have been used prior to September 2021.
5. Contestants may not deliver performances in multiple events from the same literary work in the same year.

6. Sweepstakes results will be based on elimination rounds in speech events and team rankings at the conclusion of preliminary rounds in debate events. Scores will be calculated using 6-5-4-3-2-1 points for finals (with .5 points for semifinalists in speech events).
7. Certificates will be presented to the top finalists and semi-finalists in all events.
8. Awards will be presented to the top six overall schools and the top three community colleges.

DEBATE EVENTS

INTERNATIONAL PUBLIC DEBATE ASSOCIATION (Individual)

Contestants will debate 4 preliminary rounds, two each as affirmative and negative. Topics will be decided in the round and 30 minutes of prep time will be allotted. Time limits Affirmative constructive=5, Negative cross ex=2, Negative constructive=6, Affirmative cross ex=2, Affirmative Rebuttal=3, Negative Rebuttal & Summary=5, Affirmative Summary=3 (5-2-6-2-3-5-3).

NATIONAL PARLIAMENTARY DEBATE ASSOCIATION (Team)

Two-person teams (mavericks not allowed) will debate four rounds, two each as government and opposition. Fifteen minutes of preparation time will be allotted once the topic has been announced in the round. Time limits are 7-8-8-8-4-5.

Topics will vary by round and will focus on issues related to Japan.

BRITISH PARLIAMENTARY DEBATE (Team)

Two-person teams will debate four rounds, two each as government and opposition. Fifteen minutes of preparation times will be allotted once the topics have been announced. WUDC rules regarding prep restrictions (no internet, no coaching during prep, etc.) will be observed. Each speech will be 7 minutes in length.

TABULATION CRITERIA (NPDA & IPDA)

Preliminary round pairings and teams advancing to elimination debates will be determined based on the following criteria:

1. Win/Lose (Low Point Wins Allowed)
2. Z-Score
3. Adjusted Speaker Points
4. Total Speaker Points
5. Random Number

TABULATION CRITERIA (BP)

1. Points
2. Ranks
3. Speaker Points
4. Adjusted Speaker Points
5. Random Number

DEBATE OUTROUNDS (NPDA & IPDA)

The number of teams that will advance to elimination rounds will be based on the following parameters:

- 1-7 Entries- 2 Entries Advance
- 8-15 Entries- 4 Entries Advance
- 16-31 Entries- 8 Entries Advance
- 32+ Entries- 16 Entries Advance

DEBATE OUTROUNDS (BP)

The following parameters will be utilized:

- 1-16 entries – 4 entries advance
- 17-32 entries – 8 entries advance
- 32+ entries – 16 entries advance

ELIMINATION ROUND PROCEDURES

Please note: Brackets WILL NOT be broken in elimination rounds. In the event opponents from the same school meet, the tab room will advance the higher seed unless otherwise instructed by the head coach of the competitors.

1. In the event that 4 or less teams advance, a traditional semi and final round will be utilized.
2. In the event 8 teams advance, 4 debates will be scheduled with one judge per round. Teams who lose will be awarded Bronze. Advancing teams will compete in a second and Final set of elimination rounds where; 1) the bottom two seeds (based on the elimination bracket) will compete for 3rd & 4th place finishes while 2) the top two seeds (based on the elimination bracket) will compete for 1st & 2nd (The Grand Championship Round).
3. In the event 16 teams advance, 8 debates will be scheduled with 1 judge per round. Those who lose will be awarded Bronze. Advancing teams will then debate in a second elimination debate with 4 debates scheduled and 1 judge per round. Those who lose will be awarded Silver. Advancing teams will then debate in a third elimination debate where; 1) the bottom two seeds (based on the elimination bracket) will compete for 3rd & 4th place finishes while 2) the top two seeds (based on the elimination bracket) will compete for 1st & 2nd (The Grand Championship Round).

SPEECH EVENTS

There will be 2 preliminary rounds of competition followed by a final round in each of the following patterns (semis in events which warrant, typically 37+ entries):

Pattern A: Duo, Prose, Informative, Impromptu, Rhetorical Criticism

Pattern B: Poetry, Drama, Persuasion, After Dinner, POI, Extemporaneous

NOTE: Visual aids in all events cannot exceed 8 ½" x 11" in size.

DRAMATIC DUO

A cutting from a play, humorous or serious, involving the portrayal of two or more characters presented by two individuals. This is not an acting event. Thus, costumes, props, etc. are not permitted. Presentation must be from manuscript and focus should be off stage. Maximum time is 10 minutes.

PROSE INTERPRETATION

Each contestant will present a 10-minute maximum program of prose literature including original introductory and transitional remarks. Program may consist of single or multiple selections. Plays are not eligible. Use of manuscript is required.

INFORMATIVE SPEAKING

The contestant will deliver an original factual speech on a realistic subject to fulfill a general information need of the audience. Visual aids that supplement/reinforce the message are permitted. Maximum time is 10 minutes.

IMPROMPTU SPEAKING

Contestants will receive German quotations and have seven minutes to divide between preparation and speaking. All contestants in the same section will speak on the same topic.

RHETORICAL CRITICISM

Contestants will deliver an original critical analysis of any significant rhetorical artifact. The speaker should limit the quotation of, paraphrasing of, or summary of, the analyzed artifact to a minimum. Any legitimate critical methodology is permissible as long as it serves to open up the artifact for the audience. Visual aids that supplement/reinforce the message are permitted. Maximum time is 10 minutes.

POETRY INTERPRETATION

The contestant will present a program of poetic literature. Original introductory comments and transitional remarks are permitted. Programs may consist of single or multiple selections. Use of manuscripts is required. Maximum time is 10 minutes.

DRAMATIC INTERPRETATION

The contestant will perform dramatic literature, humorous or serious, that represents one or more characters from material of literary merit. This material may be drawn from stage, screen, or radio. Programs may consist of single or multiple selections. Use of manuscript is required. Maximum time is 10 minutes.

PERSUASIVE SPEAKING

A speech to convince, to move to action, or to inspire on a significant issue, delivered from memory. Visual aids that supplement/reinforce the message are permitted. Maximum time is 10 minutes.

AFTER DINNER SPEAKING

Each contestant will present an original speech whose purpose is to make a serious point through the use of humor. The speech should reflect the development of a humorous comedic effort, not a standup comedy routine. Visual aids that supplement/reinforce the message are permitted. Maximum time is 10 minutes.

PROGRAM ORAL INTERPRETATION

Contestants will deliver a program of thematically linked selections of literary merit, chosen from two or three recognized genres of competitive interpretation (prose/poetry/drama). A primary focus of this event should be on the development of the theme through the use of narrative/story, language, and/or characterization. A substantial portion of the total time must be devoted to each of the genres used in the program. Different genre means the material must appear in separate pieces of literature (e.g., A poem included in a short story that appears only in that short story does not constitute a poetry genre.) Only one selection may be original. Use of manuscript is required. Maximum time is 10 minutes.

NUANCE EVENT

NOTE: This is a non-sweepstakes event and is open to all IFA participants: coaches, judges, family members, and students. Max 3 entries per school.

MEXICAN MEDIA

This event is designed for undergraduate students with an interest in critically analyzing media produced within Mexican culture. Subjects must focus on a specific message and communication medium. Structure of the speech is determined by the competitor. Props are allowed, but without the help of assistants. Maximum time is 10 minutes.

VIRTUAL EVENTS:

ACADEMIC LECTURE

This event is designed for graduate students and faculty members but is open to anyone who has earned a bachelor's degree. Subject and structure of the lecture are determined by the competitor. Props are allowed, but without the help of assistants. A video of the performance must be recorded in one take without editing for prelim rounds. Maximum time is 15 minutes. Out-rounds will be performed live online.

VISUAL COMMUNICATION

This event is designed for undergraduate students with an interest in using visual media to communicate a message. Subject and structure of the message are determined by the competitor. The writing, direction, and editing of the message are restricted to the competitor. Submissions must be uploaded and viewable within YouTube for prelim rounds. Maximum time is 6 minutes. Out-rounds will be broadcast live online.

AUDIO NARRATION

This event is designed for undergraduate students with an interest in using audio recordings to share a narrative story. Subject and structure of the message are determined by the competitor. The writing, editing, and delivery of the message are restricted to the competitor. Submissions must be uploaded with a blank background to hear within YouTube for prelim rounds. Maximum time is 6 minutes. Out-rounds will be broadcast live online.

COVID POLICY

For those attending the tournament in person, proof of vaccination is requested and strongly encouraged for everyone's protection. For participants unable to receive a vaccination, proof of a negative COVID test within 72 hours of registration on Sunday 5:00pm Central time will be required in order to compete. Masking while indoors will be required at all times for everyone not actively speaking from 6 feet distance during competition. Competitors who choose to remain masked while speaking should not be penalized for doing so. Presence in competition rooms will be limited to five participants with priority given to judges and competitors.

TOURNAMENT SCHEDULE

Sunday, March 13, 2022

5:00-6:00pm Registration and Coaches Meeting, Sheraton Mexico City Maria Isabel.

Monday, March 14, 2022

8:00 Welcome Breakfast room
8:30-10:00 Round 1 Debate
10:00-11:30 Round 2 Debate
11:30-1:00 Round 3 Debate
1:00-1:30 Lunch Break
1:30-3:00 Round 4 Debate
3:00-4:30 Round 1, Speech Pattern A
(Duo, Pro, Info, Imp, RC)
4:30-6:00 Round 2, Speech Pattern A
6:00-7:30 Elim 1 Debate

Tuesday, March 15, 2020

8:30 Extemporaneous Preparation
9:00-10:30 Round 1, Speech Pattern B
(Poe, DI, Per, ADS, POI, EXT)
10:30 Extemporaneous Preparation
11:00-12:15 Round 2, Speech Pattern B
12:15-1:30 Potential Elim 2 Debate
1:30 Extemporaneous Prep Semis
1:45-3:15 Elim 1, Speech Eliminations
3:15-4:45 Elim 2, IE- Elim 3 Debate
4:45 Extemporaneous Prep Finals
5:00-6:30 Final Rounds & Nuance Event
ASAP Awards

FEE CALCULATIONS

Fees will be collected in the form of check or PayPal/Venmo transfer at registration

Membership Fee	\$ 75.00
Individual Events entries ____ x \$12.00	\$ _____
Uncovered slots of IE A Pattern ____ x \$12.00	\$ _____
Uncovered slots of IE B Pattern ____ x \$12.00	\$ _____
Nuance Event entries ____ x \$12.00	\$ _____
Parli Team entries ____ x \$12.00	\$ _____
Uncovered Parli Team ____ x \$30.00	\$ _____
IPDA entry ____ x \$12.00	\$ _____
Uncovered IPDA entry ____ x \$30.00	\$ _____
Drops/changes after March 4 th ____ x \$20.00	\$ _____
Total	\$ _____

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
Foreign Travel Agreement

Name on Passport: _____

Passport Number: _____ Expiration Date: _____

The undersigned has voluntarily enrolled in the Las Positas College CMST 48 (Activities in Forensics) course, Spring Semester 2022 involving foreign travel, March 12-29, 2022. I understand and agree to all of the following:

- Travel to any foreign country may involve changes in plans, unexpected delays, and limited access to some services;
- I am subject to the laws of the country visited;
- The College cannot be held responsible or accountable for the actions of a foreign government or its representatives;
- By their very nature, the use of transportation, housing, food and other goods and services or activities in connection with participation in this program and tour carries a risk of personal injury, property loss, or both, to participants. In spite of these risks, I wish to participate in the course and tour, and assume the liability and responsibility for any and all potential risks that may be associated with participation in the program;
- I agree to release and discharge the district, its officers, employee and agents from liability for injury, damage or loss of any kind, that may arise in any way or for whatever reason out of participation in the course and tour;
- After my airline ticket has been issued, it is non-refundable;
- The payment for the trip is non-refundable as of 30 days prior to the scheduled departure date unless the district cancels the trip;
- The district reserves the right to cancel the trip or my participation in the trip, at its discretion and at any time, as long as all money paid to the district by me for the trip is refunded;
- I have *no* known medical condition that would risk my health or safety by my participating in the course and tour;
- Pursuant to California Code of Regulations, Subchapter 5, Section 55450, by participating in this field trip/excursion, I am deemed by law to have waived any claims against the district for injury, accident, illness or death occurring during or by reason of this trip;
- I am expected to follow all applicable board policies that may apply to the course and trip, and adhere to the student code of conduct.

I have read, understand and agree to all of the above.

Signed: _____ Date: _____

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

VOLUNTARY ACTIVITY WAIVER, RELEASE & INDEMNITY AGREEMENT

For and in consideration of permitting _____ (name of participant) to enroll in and participate in the *International Forensics Association Tournament, scheduled in Mexico City, Mexico, March 14-16, 2022 (departing March 12, 2022 and returning March 219, 2022)* and class instruction of *CMST 48 (Activities in Forensics, Spring Semester 2022)* given by *Las Positas College in the City of Livermore, County of Alameda, State of California*, the undersigned hereby voluntarily releases, discharges, waives and relinquishes any and all actions or causes of action for personal injury, property damage or wrongful death occurring to him/herself arising as a result of engaging or receiving instructions in said activity or any activities incidental thereto wherever or however the same may occur and continue, and the undersigned does for him/herself, his/her heirs, executors, administrators and assigns hereby release, waive, discharge and relinquish any action or causes of action, aforesaid, which may hereafter arise for him/herself and for his/her estate, and agrees that under no circumstances will he/she or his/her heirs, executors, administrators and assigns prosecute, present any claim for personal injury, property damage or wrongful death against the *Chabot-Las Positas Community College District* or any of its officers, agents or employees for any of said causes of action, whether the same shall arise by the negligence of any of said persons, or otherwise.

It is the intention of _____ (participant) by this instrument, to exempt and relieve *Chabot-Las Positas Community College District* from liability for personal injury, property damage or wrongful death caused by negligence.

The undersigned, for him/herself, his/her heirs, executors, administrators or assigns, agrees that in the event any claim for personal injury, property damage or wrongful death shall be prosecuted against *Chabot-Las Positas Community College District*, he/she shall indemnify and save harmless the same *Chabot-Las Positas Community College District* from any and claims or causes of action by whomever or wherever made or presented for personal injuries, property damage or wrongful death.

The undersigned acknowledges that he/she has read the foregoing Waiver of Liability Notice and the foregoing three (3) paragraphs, has been fully and completed advised of the potential dangers incidental to engaging in the activity and instructing of *CMST 48 (Activities in Forensics)*, and is fully aware of the legal consequences of signing the within instrument.

Signature (Participant)

Date

Signature (Witness)

Date



Parental Permission Field Trip Participation

Course Name and Number: _____

Instructor Name: _____

Destination of Field Trip: _____

Estimated Time/Length of Field Trip: _____

Name of Student: _____

Participation in a field trip requires permission by parent or guardian for any student, under the age of 18, enrolled at Las Positas College. (Emancipated minors, with documentation, excluded).

Parent/Guardian Signature

Date

Please Print Name

In Case of Emergency contact: _____ Relationship: _____

Contact Info: Home: _____ Work: _____ Cell: _____

Instructor Signature

Date

Division Dean Signature

Date

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

INSTRUCTOR NAME: Natalie Kellner, Tim Heisler, James Dobson

DIVISION/AREA: Arts & Humanities

COURSE TITLE AND NUMBER: Activities in Forensics, CMST 48

SECTION(S): B01

DESTINATION: the Maria Isabel Sheraton, Mexico City

PLACE OR FIRM

Av. Paseo de la Reforma 325, Cuauhtémoc, 06500

Mexico City, Mexico

STREET ADDRESS

CITY OR AREA

PURPOSE
(Be Specific)

The Forensics Team's participation in the International Forensics Association's Championship tournament.

DEPARTURE DATE: Saturday March 12 2022 7:00 AM
Day of the Week Month Date Year Time am/pm

ESTIMATE RETURN: 9:00PM, 3/19/22
(TIME) (A.M.-P.M) (AND DATE)

ASSEMBLY POINT:

Las Positas

Chabot

Destination

Other (identify)

At Airport

ESTIMATED NUMBER OF STUDENTS: 8-10

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.:

9/30/2021
(DATE)

Natalie Kellner
(INSTRUCTOR SIGNATURE)

APPROVAL

Angela...

DIVISION DEAN

10/28/21

(DATE)

Kristina Whalen

VICE PRESIDENT

11/02/21

(DATE)

Dyrell Foster

PRESIDENT (Class III & IV)

11/8/21

(DATE)

Account Number 953030393405841693400

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