Fullerton College
Field Trip Procedures

All field trips conducted by Fullerton College must be approved prior to the date of the field trip. This approval is required even for those field trips that are included as a part of the curriculum of a class.

Procedures that must be followed to obtain approval for a field trip/excursion are outlined below:

1. The *Field Trip Authorization* form is to be completed, signed and approved by the Dean and Vice President.

2. If it is an overnight field trip, then the paperwork is forwarded to the President's Office for approval

3. The signed paperwork is then forwarded to the Staff Development Office for processing and filing.

4. In addition, both the district *Release of Liability* form and *Fullerton College Student Participant Agreement* form are to be completed and signed by each student participating in the field trip. These forms are to be kept on file in the Division office for two years.

The *Field Trip Authorization, Release of Liability and Student Participant Agreement* forms are all available on the campus server:

J:drive/Forms and Procedures/Field Trips