Fullerton College
Out of State Field Trip Procedures

At its meeting of February 22, 2005 the NOCCCD Board of Trustees endorsed a recommendation that the College Presidents be given the authority to approve out-of-state field trips/excursions. This change is effective immediately. Out-of-country field trips/excursions will continue to require approval by the Board of Trustees.

The campus process by which an out-of-state field trip/excursion will be approved is outlined below:

1. The President’s Approval for Out-of-State Field Trip form is to be prepared to include the following information:
   a. Background
   b. Division/Class or Program
   c. Purpose
   d. Date
   e. Destination
   f. Faculty
   g. Transportation
   h. Cost

2. The Check List for Out-of-State Field Trip form is to be completed, signed and accompany the request.

3. The Field Trip Authorization form is to be completed, signed and accompany the request.

4. All documents are to be approved by the Dean and Vice President and forwarded to the President’s office for final approval.

5. The President will approve the field trip and forward signed paperwork to the Staff Development Office for processing and filing.

6. In addition, both the district Release of Liability form and 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 President’s Approval for Out-of-State Field Trip, Check List for Out-of-State Field Trip, Field Trip Authorization, Release of Liability and Student Participant Agreement forms are all available on the campus server:

J:/Forms and Procedures/Field Trips