



Class/Organization Field Trip Form

This form is used when a PVCC class or organization takes students on an organized field trip off campus and within Maricopa County. Field trips outside of Maricopa County or have an associated cost will also require that a Travel Authorization is completed. Students attending the field trip are required to sign a General Assumption of Risk.

Type of Field Trip: Class Organization/Club

Class Information:

Instructor: _____ Course Name: _____

Class #: _____ Section: _____ Class Time: _____ to _____

Field Trip Date: _____ Field Trip Times _____ to _____

Field Trip Destination: _____ Emergency Contact Cell #: _____

Field Trip Address: _____

Field Trip Justification _____

Organization/Club Information:

Organization/Club Name: _____ Sponsor: _____

Field Trip Date: _____ Field Trip Times _____ to _____

Field Trip Destination: _____ Emergency Contact Cell #: _____

Field Trip Address: _____

Justification for Field Trip: _____

Expenses: Are there any expenses related to this field trip? Yes No

Total Expenses: \$ _____ FMS Department Name: _____

GLBU	ACCOUNT	OPERATING UNIT	FUND	DEPARTMENT	FUNCTION
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Instructor/Sponsor Signature Date

Div Chair/Dir Student Life Signature Date

Dean Signature Date

Instructions: Complete Class or Organization section and Expense section, attach roster of students attending field trip along with signed General Assumption of Risk form for all students, sign and route for signatures.

Submit this form to the appropriate college Dean at least *one week prior* to the field trip. The instructor/sponsor will receive a copy of the approved form after approved by Dean. Fiscal Services requires an approved copy if there are related expenses.