San Diego Community College District
Request/Authorization to Conduct
Off-Campus Student Activity

Campus:  ☐ City  ☐ Mesa  ☐ Miramar  ☐ Continuing Education (Specify Campus): ________________

Course/Organization: ___________________________ Instructor/Advisor: ___________________________

Title and Number or Name

CRN: ___________________________

Type of Activity: (see Board of Trustees Policy, BP 3120 Off-Campus Student Activities)

☐ Field Trip, Excursion, Class Convened Off Campus
☐ Optional Visit
☐ Associated Student Body Activity
☐ Co-curricular Activity - part of previously Board-approved season schedule
☐ Co-curricular Activity - not a part of previously Board-approved season schedule

• Is the Activity:
  o Outside California Yes ☐ No ☐
  o Overnight Yes ☐ No ☐

• Will an advance of funds be requested as a part of this activity? Yes ☐ No ☐

(If the answer to any statement above is yes, and the activity has not been previously Board-approved, the Dean responsible for travel will prepare a Board agenda item requesting advanced Board approval.)

Time and date of activity: ___________________________

Location where activity is to be conducted: ___________________________

Brief description of the activity/purpose: ___________________________

Transportation*: (Select One)

☐ Will be the responsibility of each individual
☐ Will be provided by the District

*See restrictions in Board of Trustee Policy, BP 3125 Transportation of Students

I have read Board of Trustees Policy, BP 3120 Off-Campus Student Activities, and certify that to the best of my belief the activity for which authorization is requested is in consonance therewith.

Signature of Requester: ___________________________ Date of Request: ___________________________

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☐ Approved
☐ Not approved (see remarks below)

Remarks: ___________________________

________________________________________

Signature of Dean: ___________________________ Date: ___________________________

Distribution: Submit original to the dean responsible for travel