



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

Class Number: _____

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:
 - Outside California Yes No
 - 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: _____

OFFICIAL USE ONLY	
<input type="checkbox"/> Approved	
<input type="checkbox"/> Not approved (see remarks below)	
Remarks: _____	

Signature of Dean: _____	Date: _____