York Technical College Field Trip Request Form and Field Trip Roster

Field Trip Coordinator:	
Today's Date:	
Destination:	
Date(s) of Field Trip:	
Field Trip Itinerary: (Complete each applicable section.) Day 1: Day 2: Day 3: Day 4:	
Day 5:	
Field Trip Coordinator's cell phone number: (If you do not have a cell phone, contact the YTC Facilities Management Office to obtain one for the formation for Field Trip Coordinator:	
Cutor emergency contact information for Field Trip Coordinator.	
Overnight accommodations, if any (Include name of hotel, address, and telephone number):
Transportation By:	
Time of Departure:	
Time of Return:	
Instructional and/or Club Objective:	
Number of Studente:	
Number of Students:	
Has each participant signed the Field Trip Release of Liability Agreement and the Authoriza Medical Treatment & Medical Coverage form?	ation to Secure

List of participants, including faculty, staff, and approved volunteers:

Field Trip Participant Name	ID Number	Will this Field Trip require this student to miss another class?	If yes, has the student notified his/her instructors and requested an allowance to make up missed work? List instructors here.
REQUIRED SIGNATURES			
Field Trip Coordinator	'	Date	
Academic Department Manager		Date	
VP, AVP or Dean		Date	

Form Submission: Field Trip Coordinators should submit a copy of this completed form to the Associate Vice President for Academic and Student Affairs at least ten working (10) days prior to departure and should keep an additional copy to take on the field trip and for their records. In addition, the Public Safety Office should receive a copy of the field trip participant roster prior to departure.