

FIELD TRIP APPROVAL FORM
Southside Virginia Community College

Christanna Campus
Alberta, VA 23821
Phone: 434-949-1000

Southside Education Center
Emporia, VA 23847
Phone: 434-634-9358

John H. Daniel Campus
Keysville, VA 23947
Phone: 434-736-2000

To Be Completed by Faculty Member

Course: _____

Destination: _____

Date: _____ Description of Trip: (use separate sheet is necessary)

Must include explanation of how trip relates to course and instruction. Explain benefits to students: _____

Mode of Transportation: _____

Cost: _____ Will students miss other classes? Yes No

If students will miss other classes, have arrangements been made with the instructors of these classes? Yes No

List of Participants

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

To be completed by Academic Dean

To be completed by V.P. for Academic & Student Affairs

Recommended Not Recommended

Approved Not Approved

Signature: _____

Signature: _____

Date: _____

Date: _____

Copy to: V.P. for Academic & Student Affairs
Academic Dean
Faculty member