

Lansing Community College  
Environmental, Design & Building Technologies  
FIELD TRIP REQUEST

This request should be completed and delivered to your Department Office **one week** in advance of the event.

|             |                |               |
|-------------|----------------|---------------|
| Course Code | Section Number | Course Title  |
|             | Room Number    | Time and Date |

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1. Academic Purpose: \_\_\_\_\_

2. What, if any, safety gear is required (Release from liability forms are available.)

3. Have your students been informed of possible physical danger? \_\_\_\_\_

4. Location of Event: \_\_\_\_\_

|              |                        |
|--------------|------------------------|
| Company Name | Company Contact Person |
|--------------|------------------------|

|                |                         |
|----------------|-------------------------|
| Street Address | Telephone # at Location |
|----------------|-------------------------|

|      |
|------|
| City |
|------|

5. Date of Event: \_\_\_\_\_ Departure Time: \_\_\_\_\_

Return Time: \_\_\_\_\_

6. Type of transportation (College vans are available on a two-week notice – chauffeur’s license required): \_\_\_\_\_

7. Cost, if any, to school, student or faculty member: \_\_\_\_\_

Signature: \_\_\_\_\_

Faculty Member

Date

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Approved: \_\_\_\_\_

Denied: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_