



Field Trip Request

This form is to be completed by faculty who wish to take a field trip for a class meeting within the five boroughs, using public transportation, with the faculty member accompanying the class at the destination. If any students are under 18 (eighteen) years of age, the instructor is responsible for obtaining consent forms prior to the date of the field trip (Off-campus travel waiver signed and notarized by a parent or guardian). These forms must be on file in the Evening and Summer Sessions Office in advance of the field trip. Failure to obtain the necessary consent forms will result in cancellation of the trip. This completed form, signed by the chair and dean must be submitted to the Evening Office at least two weeks prior to travel either in person to NG07 or evesummersessions@citytech.cuny.edu

DATE: _____

COURSE & SECTION: _____ COURSE TITLE: _____

NAME: _____
(LAST NAME) (FIRST NAME)

CITYTECH EMAIL: _____ EXTENSION: _____

DEPARTMENT/PROGRAM: _____

FIELD TRIP DATE: _____ FIELD TRIP TIME: START: _____ END: _____

NUMBER OF PARTICIPANTS, INCLUDING FACULTY AND STAFF: _____ NUMBER OF *MINOR* PARTICIPANTS: _____

FIELD TRIP LOCATION: _____

STREET ADDRESS, IF APPLICABLE: _____

CITY: _____ STATE: _____ ZIP: _____

ON-SITE CONTACT PHONE NUMBER: _____

EDUCATIONAL VALUE/JUSTIFICATION:

WILL STUDENTS BE REQUIRED TO MISS OTHER CLASS MEETING? YES NO

DO ANY OTHER DEPARTMENTS NEED TO BE NOTIFIED? YES NO

IF "YES," PLEASE DESCRIBE YOUR COMMUNICATIONS:

ADDITIONAL COMMENTS:

SIGNATURE OF CHAIRPERSON/PROGRAM COORDINATOR DATE

SIGNATURE OF DEAN DATE

SIGNATURE OF PROVOST/DIRECTOR OF EVENING & SUMMER SESSIONS OFFICE DATE