

## Humboldt State University Field Trip Request Form

All field trip requests must be entered into PeopleSoft at the beginning of each term. For ad hoc field trips (those requested after the beginning of the term) this form must be completed at least three days prior to the date of departure. Plan accordingly.

**Directions:**

1. Fill in your name, term, course number (CRN), subject, catalog number, section number, number of field trips, first time submission
2. If this is **NOT** the first form you have completed for a given term, please indicate in the appropriate field.
3. Fill in requested information for all planned field trips for the term.
4. Return this completed form to your department coordinator.

*Your department coordinator is responsible for generating the field trip requests. Once generated, field trip waiver forms will be created in your students' Student Center. They must "sign" the waiver prior to departing on the field trip(s).*

First Name  Last Name  Number of field trips

Term  Class Number  Subject  Catalog Number  Section

Is this the first time you have submitted this form for this term?  If no, how many times?

### Field Trip 1

Activity

Date(s) and Time(s)

Location(s)

### Field Trip 2

Activity

Date(s) and Time(s)

Location(s)

### Field Trip 3

Activity

Date(s) and Time(s)

Location(s)

### Field Trip 4

Activity

Date(s) and Time(s)

Location(s)

## Field Trip 5

Activity

Date(s) and Time(s)

Location(s)

## Field Trip 6

Activity

Date(s) and Time(s)

Location(s)

## Field Trip 7

Activity

Date(s) and Time(s)

Location(s)

## Field Trip 8

Activity

Date(s) and Time(s)

Location(s)

## Field Trip 9

Activity

Date(s) and Time(s)

Location(s)

## Field Trip 10

Activity

Date(s) and Time(s)

Location(s)