



Mott Community College Field Trip Form



To be approved forms must be turned in to the Student Life Office
at least two (2) weeks prior to the date of the trip.

If using a MCC vehicle for transportation, have you confirmed the vehicle request?

Yes No

Name of Club

Date

Total number of persons taking part in this trip ___students ___Faculty/Staff

Departure Date/Time/Location - **required**

Return Date/Time/Location - **required**

Destination

Nature/Purpose of Trip

Club Advisor Signature

**Required information must be checked off and all forms handed in with the Field Trip Form.
Forms will not be accepted without complete information.**

- Required Information:
- Field Trip Form Completed
 - Emergency Contact Forms Completed for each person online
 - Code of Conduct Forms Completed for each person
 - List of participants with Student ID Numbers
 - Sexual Harassment Prevention Training completed for each participant online
 - Meal Per Diem Form completed if necessary
 - All Funding for Trip is in place

Approved Not Approved Student Life Coordinator _____