Career Education
Field Trip Request Form

CE Programs: Addiction Studies, Administration of Justice (Not Police Academy), Agriculture, Aquaculture, Automotive Technology, Business, Econ, Computer Information Systems, Construction, Early Childhood Education, Fire Technology, Forestry & Natural Resources, Social Work & Human Services, Welding Technology

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Directions

- This form can be completed online in Microsoft Forms OR via this form and emailed to CareerEd@redwoods.edu

- Complete one request for each field trip

- This must be submitted **two weeks** before your field trip

  ➢ If you are requesting a **rental vehicle**, submit your request **three weeks** before your field trip

- Make sure to submit Student Field Trip Forms for each class that has field trips to CareerEd@redwoods.edu

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Name: Date**:**

Class Information

1. Class Title (Example: Plant Propagation) *

2. Course Number (Example: AG-21-E6152) *

3. Day & Times Class is Normally Scheduled *

4. Cell Phone Number *

Field Trip Details

5. Date(s) of Requested Field Trip (example: 09/15/2024) *

6. Location of Field Trip *

7. Departure Date

8. Departure Time

9. Return Date

10. Return Time

11. Number of Passengers/Students *

12. Loading where? *

13. How will students get there? (Example: Students driving themselves)

   If you are requesting vehicles, please continue to Section 3 "Additional Requests" *

Section 3

Additional Requests

Complete if you are requesting a rental vehicle or if you have other equipment needed

14. Do you anticipate needing student drivers for this field trip?

   If yes, please coordinate with CareerEd@redwoods.edu to begin the Student Driver process. Send CareerEd@redwoods.edu the name and email of the student(s) so they can help get the required paperwork gathered and submitted to the business office for review.

   ◯ Yes

   ◯ No

15. Is this for AG? If yes, how many Ag SUV's do you need?

   [   ]

16. Is the CR Maintenance van available for you to use?
   Email Amy-Chase@redwoods.edu or call 707-476-4380 to verify availability.
   Do this before submitting your field trip request.

   ◯ Yes

   ◯ No

17. Type of vehicle requested if wanting to rent from Enterprise.

   [   ]

18. What is the cost of the rental to the District?

   Confirm the price of the vehicles by going to Enterprise.com
   CR Corporate Account Number: DB30H13

   Career Ed administrative support will book the rental once your field trip request is approved by the Dean and VPI

   [   ]

19. Additional equipment needed

End of Form

Please email completed form to CareerEd@Redwoods.edu for processing