

**FIELD TRIP APPROVAL FORM**

Southside Virginia Community College

Christanna Campus  
Alberta, VA 23821  
Phone: 434-949-1000

Robert C. Wrenn Campus  
Emporia, VA 23847  
Phone: 434-634-9358

John H. Daniel Campus  
Keysville, VA 23947  
Phone: 434-736-2000

To Be Completed by Faculty Member

Course: \_\_\_\_\_

Destination: \_\_\_\_\_

Date: \_\_\_\_\_ Description of Trip: (Use separate page if necessary) Must  
Include explanation of how trip relates to course and instruction. Explain benefits to  
students.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Mode of Transportation: \_\_\_\_\_

Cost: \_\_\_\_\_ Will students miss other classes?  Yes  No

If students will miss other classes, have arrangements been made with the instructors of  
these classes?  Yes  No

List of Participants

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

To be completed by Dean of Instruction

To be completed by Provost

Recommended  Not Recommended

Approved  Not Approved

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

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

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

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

Copy to: Provost  
Dean of Instruction  
Faculty Member