

## Appendix E2

### FIELD TRIP APPROVAL FORM

**Parent Education Program Coordinator  
North Seattle Community College  
9600 College Way North  
Seattle, WA 98103  
Phone: 206 527-3783 FAX: 206 527-3715**

Copies of this form are submitted by the preschool cooperative field trip coordinator to BOTH the Parent Education Program Coordinator, Val Donato (vdonato@sccd.ctc.edu) and the Parent Education Instructor at least TWO WEEKS prior to field trip. Approval should be received at least one week before the field trip, in order for the group to proceed with plans for the trip.

College Use Only:

Approved \_\_\_\_\_ Not Approved \_\_\_\_\_ Date of Approval notice \_\_\_\_\_

Parent Ed Coordinator Signature \_\_\_\_\_

Name of Preschool \_\_\_\_\_

Age Group \_\_\_\_\_

Date of proposed field trip \_\_\_\_\_

Destination/address \_\_\_\_\_  
\_\_\_\_\_

Transportation arrangements \_\_\_\_\_

I will make sure that all safety rules, as described in the Risk Management Manual, will be observed during this field trip. I will be sure that a first aid kit and emergency contact forms are with the group, including being in each car if parents are driving on the trip.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Field Trip Coordinator Name: \_\_\_\_\_ Phone # \_\_\_\_\_

E-Mail or Mailing Address: \_\_\_\_\_  
(E-mail submission of form is preferable whenever possible)