



# Forman Christian College Lahore

## Field Trip Request Form

### General Info

Name of Dept. /Society \_\_\_\_\_

Name of Person Requesting Trip \_\_\_\_\_ Designation \_\_\_\_\_

Trip Type (tick one)  Study Trip  Recreational Trip  Hostel Trip  Other \_\_\_\_\_

if study trip: Course Title and No. \_\_\_\_\_

Destination \_\_\_\_\_ Duration of Trip (No. of Days) \_\_\_\_\_

Contact Person at Destination \_\_\_\_\_ Phone No \_\_\_\_\_

No. of students going: Boys \_\_\_\_\_ Girls \_\_\_\_\_ Total \_\_\_\_\_ No. of Chaperones: \_\_\_\_\_

### Itinerary

Departure from FC College: Date \_\_\_\_\_ Time \_\_\_\_\_

Arrival at first Destination : Date \_\_\_\_\_ Time \_\_\_\_\_

Departure from final Destination: Date \_\_\_\_\_ Time \_\_\_\_\_

Return to FC College: Date \_\_\_\_\_ Time \_\_\_\_\_

Site /Activity	Where / Area /City	From this time	To this time

*(If more space required, Please write at the back of this form)*

### Transportation

FC College bus (if available)  Private Vehicle No. of buses required \_\_\_\_\_

### Funds

Funds required from University: Rs \_\_\_\_\_  Funds Available  Funds Not Available  
Signature from Accounts Dept. \_\_\_\_\_

### Chaperones

Name \_\_\_\_\_ Contact No. \_\_\_\_\_ Signature \_\_\_\_\_

Name \_\_\_\_\_ Contact No. \_\_\_\_\_ Signature \_\_\_\_\_

Name \_\_\_\_\_ Contact No. \_\_\_\_\_ Signature \_\_\_\_\_

*(If more names of chaperones, Please write at the back of this form)*

Applicant's Signature \_\_\_\_\_ Date and Time \_\_\_\_\_

### Approval

Approved by  Advisor  Head of Dept.  Head of Residential Life Final Approval by:  CSLO  Vice Rector

Approved by: \_\_\_\_\_ Final Approval: \_\_\_\_\_

Date and time: \_\_\_\_\_ Date and time: \_\_\_\_\_

Comments: \_\_\_\_\_ Comments: \_\_\_\_\_

1- No plans should be finalized or advertised until approval has been given.

2- There should be two chaperones in each bus. There must be women chaperones, if girls are going with the trip.

3- FC College bus depends on availability. For information contact Mr. Ashraf Kamil Chief Business Officer N-033. Ext 343

(Read the policy for Field Trip for further information)