

## COMMUNITY RESOURCES

### Policy:

Community resources may be utilized in the instructional program.

### Procedure:

Instructors planning to utilize community resources for their programs should contact the appropriate instructional administrator or approved designee. Community resources are certainly encouraged as part of the instructional program as we seek diversity and involvement with the local communities in offering the best instructional program possible for each course.

1. Educational trips planned by an academic faculty member must be approved by the chair of that particular department and then by the Vice President for Instruction.
2. Educational trips planned by a career-technical faculty member must be approved by the Director of Career and Technical Education Programs (Poplarville) or by the Dean of Forrest County Center.
3. If transportation is needed, a completed Authorization for Travel, Advance Funds, or Transportation form must be submitted to the President's Office at least ten (10) working days in advance of the travel.
4. A completed Excused Absences - Friday Report form must be submitted to the Dean of Student Services on all approved student travel which requires absence from classes.
5. When a guest speaker is invited to a class, a completed Request for Resource Person to Visit Class form should be submitted.