

The following packet describes what is required when applying for a field trip. Packets are due to Instructional Support Services **at least 30 days in advance of your field trip**. Field trips must have been requested during the previous year to ensure funding especially when requiring an Orange Belt bus. Not all forms are necessary for all field trips. Please read the descriptions carefully.

1. Fill out a **REQUEST TO BE ABSENT** form (no acronyms)

- All District-employed attendees need to be listed and their job titles as well as classes attending; if more than one of the same class, include CRNs or section number (all staff members must sign the form)
- Destination must include the name of facility, city, and state
- Purpose: Field Trip
- Institutional Value:
 - What are the benefits to students by attending this field trip?
- Expenses:
 - If the expense is a fixed expense such as registration for a conference, the college can cut a check if the request for check form is turned in with 30-day notice. If the expense is a variable expense such as entrance fees per student, the instructor will pay and request a reimbursement with all original receipts.
 - If lunch money is being provided to attendees, please indicate the breakdown of how much money is allotted per person.
 - Each person will need to sign a sheet indicating that they received the money once on the trip.
 - Estimate parking costs, driver costs, airfare, etc. **YOU MUST ESTIMATE ENOUGH TO COVER EXPENSES**
 - Other: entrance fees, etc.
 - It is better to estimate high and not use it than estimate too low and run into complications
- Signatures:
 - Instructor
 - Division Chair
 - VP Instruction

2. Fill out a **REQUEST FOR TRANSPORTATION** form

- This form is required even if you are taking your own vehicle.
- Make sure dates and number of students and attendees match the **REQUEST TO BE ABSENT** form
- **The instructor is responsible for arranging drivers. Reserve your driver early! Maintenance can provide you with qualified drivers and their availability.**
- Signatures:
 - VP Instruction

3. Fill out a **PLANS FOR CLASSES MISSED** form

- If you are not missing any classes, please indicate so on the form, otherwise, please be detailed.
- Signatures:
 - Instructor
 - VP Instruction

4. Fill out a **FIELD TRIP/EXCURSION REQUEST** form (**legally required**)

- Indicate all classes attending the field trip; if more than one of the same class, include CRNs or section numbers
- Please indicate time departing and arriving and an itinerary for the day
- Check mark the forms that your trip requires
 - Options:
 - Attachment I – Field Trip/Excursion Notice (student use)
 - Attachment III – Voluntary Activity Waiver, Release & Indemnity Agreement (Non District-related person i.e. chaperone, high school instructor, etc.)
 - Attachment IV – Personal Vehicle Use (for District staff member driving themselves)
- Signatures:
 - Instructor
 - VP Instruction

5. **ATTACHMENT I – FIELD TRIP/EXCURSION NOTICE** (**legally required**)

- All students attending must fill out this form. This form releases the District from any accident, illness or death that may occur during the field trip. If a student has a medical condition, they must advise the District in writing prior to the fieldtrip.
- It also acknowledges to the student that if the student decides to take their own transportation, they release the District from any responsibilities. Nothing is required from them for taking their own transportation except for the signing of this form.
- Signatures:
 - Student
 - Parent/Legal Guardian (if under 18)

**** A list of students actually attending must be provided to Instructional Support Services along with copies of Attachment I before departing. These students will be excused from absences for time missed while attending this District activity. ****

EXPLANATION OF OTHER WAIVERS/FORMS AND WHEN TO USE THEM

1. ATTACHEMENT III – VOLUNTARY ACTIVITY WAIVER, RELEASE & INDEMNITY AGREEMENT

- This form is used for any non-District employees. This can include chaperones, special guests or high school instructors.
- Signatures:
 - Participant
 - Parent/Legal Guardian (if under 18)
 - Witness

2. ATTACHMENT IV – PERSONAL VEHICLE USE

- If no transportation is being provided by the District, this form is for District employees who are attending the trip including the instructor. No proof of insurance and copy of driver's license are necessary if proof resides in the Maintenance & Operations office.

Have a safe, fun and educational trip!