

▶ Adopted Date 02/19/04  
 ▶ Amended Date \_\_\_\_\_  
 ▶ Review Cycle \_\_\_\_\_

Attachments:  
 Notification of Field Trip  
 Excursion/Field Trip Form

## ACADEMIC AFFAIRS LOCAL FIELD TRIP REQUEST

### PURPOSE:

This procedure provides notification and factual information to the college about an off-campus excursions/field trips, and obtains authorization for the trip from college administrators. Academic Affairs will receive a list of all participants and their personal information, via a signed, completed excursion/field trip form from each participating student. In the event of an accident, injury, or illness, these forms will provide the instructor in-charge with information and medical waivers that allow immediate measures to be taken to save lives and avert catastrophes.

### Initiator

- The instructor must collect the Excursion/Field Trip forms from all the students attending the field trip three weeks in advance of the trip. For all students under the age of 18, the parental portion must be completed and signed.
- The instructor completes an original Notification of Field Trip (available from the department secretary) and submits it to the department secretary two weeks in advance of the trip with signed and completed originals Excursion/Field Trip forms from all students attending the field trip. Instructor will submit Notification of Field Trip and Excursion/Field Trip forms for every field trip.

### Authorization

- The Department Chair signs the Notification of Field Trip form.
- The Vice President of Academic Affairs signs the Notification of Field Trip form.

### Responsibility

- The Academic Affairs secretary returns copies of the Notification of Field Trip and Excursion/Field Trip forms to the instructor to take with him/her on trip.
- Timeframe to obtain the Vice President of Academic Affairs signature is approximately 24-hours.
- Originals are filed in the Field Trip binder in the Academic Affairs office.

**NOTE: If forms are submitted so close to the date of the trip that signatures are not obtained from administrators prior to the trip, the instructor will assume personal liability for any emergencies or injuries, since the college has not authorized the trip. Forms submitted on/after the date of the trip are not signed.**

APPROVED: \_\_\_\_\_

DATE \_\_\_\_\_

Los Angeles Mission College  
Academic Affairs  
Local Field Trip Request

