



**For more information, please  
contact the Student Activities  
Office**

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**Going on  
a Fieldtrip**  
(Club and ASG off campus  
Activities)

Greetings Condors!

I am excited that you are planning to travel with your group. Whether it's a beach clean up or a conference across the country, there are several policies and procedures to ensure we are always safe and minimize the risks associated with traveling off campus. Please make sure you plan in advance, as getting the proper approval may take days if not weeks. It is recommended you plan your travel 8 to 6 weeks in advance as some of the permissions may take time to get approved, and depending of your mode of travel, vans may not be available or flights may rise in price. Thank you for planning in advance.

Best,

*Gabriela Rodriguez*

OC Student Activities Specialist

## Step 4

**During the trip, there is an instructions manual that the advisor must have with them in the event of any emergencies.**

**After the event, it is important that the original forms are sent to the District Office, Risk Assessment Department. As an advisor, it is important to scan and keep an organized copy of these documents.**

**If the event was approved by ASG or IOC, it's also important to share your learnings as a collective group with the rest of the members that did not participate in the event.**

## Step 3

**\*Please remember that the field trip must be approved by our Vice President of Student Development and Vice President of Academic Affairs. If there is an out of state trip happening, the President of the College must also sign paper work.**

**-Think of any expenses that may come up:**

- ◆ **Conference registrations**
- ◆ **Per-diems (for food when needed)**
- ◆ **Transportation (is your group using campus vans? flying? Renting a car?)**
- ◆ **Gas**

## Step 1

**\*Get on the agenda and receive approval for your activity during meeting from the leadership council (ASG or IOC). You must make a strong pitch as to why this project should be supported. Print meeting minutes demonstrating this action. (Specify amount, org# and event/item)**

## Step 2

**\*Complete Student Travel Forms**

-Please Ensure that the advisor understands the travel paperwork that needs to be completed.

-It is important that each person lists a contact person in case of emergency.

-Submit the roster of student participants as well as completed forms to Student Activities Office.

## Which Field Trip forms do students need to complete?

When a professor submits the request for student travel, it must be noted if there will be a bus, campus vehicle or each person needs to drive themselves to the trip location. That determines which forms are needed

Ventura County Community College District Page 5

**Ventura County Community College District**  
**FIELD TRIP/EXCURSION REQUEST**

Moorpark College     Oxnard College     Ventura College

*This form must be filed with the Dean/Director at least 10 business days before the activity date*

One "Field Trip/Excursion Request" form may be completed for multiple dates, a specified date range, or the entire semester if field trips are for the same type of activity and/or destination (i.e., service learning, linking classes).

Instructor/Advisor: (Print) \_\_\_\_\_

Class (Name/Number/Section) Club/Athletic Event: \_\_\_\_\_

Activity/Destination: \_\_\_\_\_

Transportation is Provided by:  College (District-owned vehicle)  
 College (Commercial travel)  
 Responsibility of Student

Ventura County Community College District Page 7

**Ventura County Community College District**  
**STUDENT PARTICIPATION FORM**

Moorpark College     Oxnard College     Ventura College

Date(s) of field trips/excursions: \_\_\_\_\_

*If more than one field trip or excursion is included on this form, attach a list of local numbers and indicate "see attached" on the next three lines below*

Address of field trip location: \_\_\_\_\_

PhoneNo. of field trip location: \_\_\_\_\_

Contact Person & phone no. at field trip site: \_\_\_\_\_

Field Trip/Excursion/Class	Date(s)
Instructor/Advisor	ID Number
Student Name	Student Address
Student Phone No.	

Transportation:  Passenger in District Vehicle  
 Passenger by Commercial travel provided by District  
 Student Providing Own Transportation (complete District-wide Form No 18010, Waiver for Use of Personal Transportation)

If student is a passenger in a District vehicle, the student agrees by signing below they are not authorized to operate a District vehicle and the passenger is not a District employee and is voluntarily riding as a passenger. The College is not responsible, nor does the College assume liability, for any injuries or losses resulting from this District approved activity.

**Student Medical Information:**

Personal Insurance is available     No Personal Insurance is Available

Medical Insurance Company: \_\_\_\_\_

Policy No. \_\_\_\_\_ Group No. \_\_\_\_\_

Specify any health issues or medical problems (if none, put N/A) \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone No. \_\_\_\_\_

This document ensures acknowledgement of your obligations while on a college-sponsored field trip, and includes a release and waiver of liability against the Ventura County Community College District (VCCCD) and its colleges. **Please read carefully before signing.**

1. **Field Trip/Excursion.** I will be attending the above-stated trip(s) or activities for the indicated length of time. Arrangements, including financial responsibilities for travel, lodging and meals have been

## Can Students Drive themselves to the fieldtrip?

Such accommodations must be made prior to the trip with the advisor and Student Activities Specialist Approval. If students drive on their own, additional to the field trip forms and the code of conduct, students must also complete the non-district transportation notice and the walver for personal transportation forms.

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**Ventura County Community College District**  
**NON-DISTRICT TRANSPORTATION NOTICE**

Moorpark College     Oxnard College     Ventura College

Student Name: (print) \_\_\_\_\_

Instructor/Advisor: \_\_\_\_\_

Class (Name/Number/Section) Club/Athletic Event: \_\_\_\_\_

Activity/Destination: \_\_\_\_\_

Departure Date: \_\_\_\_\_ Return Date: \_\_\_\_\_

The undersigned hereby acknowledges and understands that the District is NOT providing transportation to the College sponsored activity and that it is the responsibility of the undersigned to arrange for transportation.

The undersigned also acknowledges and understands that the driver of the vehicle in which I am riding, either as driver or passenger, is NOT driving as an agent of or on behalf of the College, and the College has not confirmed liability insurance coverage, driver's license status, driving record of the driver or the mechanical condition of the vehicle.

*IT IS FULLY UNDERSTOOD THAT THE COLLEGE IS IN NO WAY RESPONSIBLE, NOR DOES IT ASSUME LIABILITY, FOR ANY INJURIES OR LOSSES RESULTING FROM THIS NON-DISTRICT TRANSPORTATION. ALTHOUGH THE COLLEGE MAY ASSIST IN COORDINATING TRANSPORTATION, RECOMMENDING TRAVEL TIME, ROUTES, CARPOOLING, OR CARAVANING TO OR FROM FIELD TRIP UNDERSTAND THAT SUCH RECOMMENDATIONS ARE NOT MANDATORY.*

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**Ventura County Community College District**  
**WAIVER FOR USE OF PERSONAL TRANSPORTATION**

Moorpark College     Oxnard College     Ventura College

*This agreement must be signed by every student participating in the field trip/excursion, and providing their own transportation, as a passenger in another vehicle or driving their own vehicle, before permission will be granted to participate.*

Student Name: (print) \_\_\_\_\_

Instructor/Advisor: \_\_\_\_\_

Class(Name/Number/Section)/Club/Athletic Event: \_\_\_\_\_

Activity/Destination: \_\_\_\_\_

Departure Date: \_\_\_\_\_ Return Date: \_\_\_\_\_

I understand the College is providing transportation to and from the above activity. However, I hereby request permission to provide my own transportation at my own expense for the activity and applicable dates as described above. Transportation may or may not be the parent or guardian of the student.

It is fully understood that the College is in no way responsible, nor does the College assume liability, for any injuries or losses resulting from use of their own transportation. Although the College may assist in coordinating transportation and/or recommending travel time, routes, carpooling, or caravaning to or from this activity, I fully understand that such recommendations are not mandatory. I understand that by operating my vehicle or driving as a passenger in a non-college vehicle for this off-campus activity, I am accepting full responsibility for any form of injury or property damage which may occur. I hereby release and hold harmless the Ventura County Community College District from any liability whatsoever for any use of non-district transportation.

I also understand that the driver of the vehicle in which I am riding, either as driver or passenger, is not driving as an agent of or on behalf of the College, and the College has not confirmed liability insurance coverage, driver's license status, or the condition of the vehicle.

I further acknowledge that my College provided student insurance coverage may not cover damages or injury because of my election to utilize my own transportation without the direct supervision of a College staff.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Instructor/Advisor/Supervising Employee signature \_\_\_\_\_ Date \_\_\_\_\_

**FORM MUST BE SUBMITTED WITH VCCCD**  
**STUDENT PARTICIPATION FORM - District-Wide Form No**

District-Wide Form No. 18009  
Revised 10/23/09

**FORM MUST BE SUBMITTED WITH VCCCD**  
**STUDENT PARTICIPATION FORM - District-Wide Form No. 18008**

District-Wide Form No. 18010  
Rev. 10/23/09