

## **Department: Request for Student Field Trip and Excursions**



### **Victor Valley College**

18422 Bear Valley Rd.  
Victorville, California 92395  
www.vvc.edu

Original completed forms must be submitted to Risk Management at least 2 weeks (in-state travel) or 6 weeks (out-of-state travel) prior to the date of departure to establish the proposed travel as a college sponsored activity and ensure insurance coverage for staff, students and the District. **For overnight trips, please attach a copy of the itinerary with hotel information and/or flight information.**

### **A. Field Trip Information**

Supervising Staff Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Cell Phone (in case of emergency) : \_\_\_\_\_ Extension: \_\_\_\_\_

Department Name: \_\_\_\_\_ Course / Activity: \_\_\_\_\_

Destination: \_\_\_\_\_

Address: \_\_\_\_\_ City/State: \_\_\_\_\_

Purpose of trip: \_\_\_\_\_

Departure Date: \_\_\_\_\_ Time: \_\_\_\_\_ / Return Date: \_\_\_\_\_ Time: \_\_\_\_\_

No. of Students Attending (attach roster): \_\_\_\_\_ Board Approval Needed (for out-of-state) \_\_\_\_\_

### **B. Check List**

#### **Completed**

- \_\_\_\_\_ Student: Agreement and Medical Release For Field Trips and Excursions (one per student)
- \_\_\_\_\_ Accomodations – DSPS form must be provided for student requiring accomodations
- \_\_\_\_\_ Non-student Volunteer Participation Form, if applicable (Volunteer must be approved through Human Resources)
- \_\_\_\_\_ Faculty/Staff Travel Authorization/Reimbursement Form or Day Travel Approval Form

#### **Transportation**

- \_\_\_\_\_ District-owned Vehicle (Reservations must be made directly through M&O)
- \_\_\_\_\_ Chartered Transportation
- \_\_\_\_\_ Individual Arrangements (Class convenes AND adjourns at destination. Staff and District assume no responsibility for the "commute". **Staff must not supervise use of private cars, participate in carpool or caravan arrangements, or provide suggested routes/driving time.**)

\_\_\_\_\_  
Instructor / Staff Signature

\_\_\_\_\_  
Date

#### **APPROVALS:**

\_\_\_\_\_  
**Division Dean / Director** **Date**  
(Signature indicates trip approval AND that funds have been verified for this activity)

\_\_\_\_\_  
**Vice President** **Date**  
(Approval required for out-of-state OR overnight travel)

**Anticipated Board approval date:** \_\_\_\_\_