1. **DEFINITION**

For the purposes of this regulation, an ASO Field Trip or excursion is defined as an activity sponsored by the ASO or its clubs that is external to District facilities.

2. **REQUIREMENTS**

In accordance with District Board Rules, Associated Student Organization and their authorized clubs may conduct field trips or excursions to and from places in the State, any other State, the District of Columbia or a foreign country, subject to the following requirements:

a. All ASO students involved in the field trips or excursions must be accompanied by an ASO Advisor or a District employee approved by the Chief Student Service Officer. Exceptions may be made by the College President in writing.

b. Persons other than students and District employees, whose services are essential to the ASO-related activities, must have the written approval of the college president in order to ride in any vehicle rented, leased, or chartered by the District for the purpose of transporting students to an event.

c. Subject to applicable legal limitations, ASO Funds and Student Representation Fee moneys may be used for transportation, accommodations and/or meals in direct connection with the event.

d. The most economical accommodations available, which are reasonably close to the event, shall be used.

e. If the ASO contracts to provide group transportation, the contract shall include provisions for the vehicle and the driver, unless the driver is an authorized District employee with the appropriate license(s).

f. Those ASO members and other participating individuals using their own vehicles to transport themselves or others must comply with the automobile liability insurance requirements under California law and provide the administrator in charge of ASO activities with a copy of their proof of automobile liability insurance coverage and a copy of a current driver’s license.

g. If travel is to and from a foreign country, the ASO or club sponsoring the field trip shall contact the District’s Risk Manager sixty (60) days before the travel is scheduled to take place so that a determination can be made whether additional liability insurance is necessary.
h. All provisions of the Student Code of Conduct (Board Rule 9803 et seq.) apply to students during the duration of all field trips. Violations are subject to the District’s Student Discipline Procedures (Board Rule 91101 et seq.).

1. In addition to student discipline contained in Board Rule 9803 et seq, violations of the Code of Conduct may result in the immediate suspension from the activity; in which case, the student will bear responsibility for any additional expenses occurring after the immediate suspension. Students may also be required to pay restitution under the provisions of discipline procedures contained in Board Rule 91101.11(b)(3).

2. Disorderly conduct will constitute a violation of the Standards of Student Conduct (Board Rule 91101.25). This applies to all District sanctioned events and field trips, under the supervision of a designated advisor(s).

3. EXPENSES AND WAIVERS

a. Expenses of students participating in a field trip or excursion to any other state, the District of Columbia, or a foreign country authorized by this regulation shall be paid with ASO funds. Travel expenses of instructors, chaperons and other personnel participating in a field trip or excursion authorized by this regulation may be paid from ASO funds.

b. Board Rule 10704 and Business Services Procedure 02-13 apply to allowances for meals for students and ASO advisors, except that ALL intoxicating spirits are prohibited. Receipts must be submitted for reimbursement.

c. Reimbursement or payment for ASO-related student travel will be in accordance with the Business Services Procedures Manual guidelines.

d. Pursuant to 5 C.C.R. section 55450, all persons, including students, taking the field trip or excursion shall be deemed to have waived all claims against the District and/or the State of California for injury, accident, illness, or death occurring during or by reasons in connection with the field trip or excursion. All adults taking field trips or excursions and all parents or guardians of minors taking field trips or excursions shall sign a statement waiving such claims (See attached form dated April 21, 2003).

e. Any person or parent or guardian of a minor who does not sign the waiver will not be permitted to attend the field trip or excursion.

4. ALCOHOL AND DRUGS

a. The Los Angeles Community College District Board Rule 9803.19 specifically prohibits use, possession, distribution or presence of alcoholic beverages, narcotics, or other dangerous drugs such as marijuana or lysergic acid dihydraline (LSD) on a campus or at any college/ASO sponsored functions. This includes travel to and from events.

b. Any student who violates Board Rule 9803.19 shall be subject to disciplinary action.
Los Angeles Community College District

EXCURSION/FIELD TRIP FORM

All participants complete Sections A and B:

A. WAIVER

Activity: __________________________________________________________

Campus/Class/Group: ________________________________________________

Supervising Academic Employee: ______________________________________

Departure Date & Time: ___________ Return Date & Time: ________________

As stated in California Code of Regulations, Subchapter 5, Section 55450, I understand and agree that I shall hold the Los Angeles Community College District, its Board of Trustees, officers, agents, representatives, employees, and permissive users of District vehicles harmless from any and all liability, claims, causes of action, and demands related to, arising out of or in connection with my participation in this activity, including injuries, accident, illness or death.

If my participation in this activity results in any liability, claims, causes of action, or demands against the Los Angeles Community College District, its Board of Trustees, officers, agents, representatives, employees, and permissive users of District vehicles, I agree to defend and indemnify the District, its Board of Trustees, officers, agents, representatives, employees, and permissive users of District vehicles in such an action.

I fully understand that participants are to abide by all rules and regulations governing conduct during the trip. Any violation of these rules and regulations may result in my being sent home at my own expense.

My signature on this document acknowledges that I have read and understand the above provisions and agree to abide by these terms.

______________________________   ________________________________   _____________________
Participant’s Printed Name        Signature of Adult Participant or of Parent/Guardian on behalf of Minor Participant Date

______________________________
Address

Phone #

B. MEDICAL AUTHORIZATION: In the event of any illness or injury while participating in the activity listed in Section A, I hereby consent to whatever x-ray, examination, anesthetic, medical, surgical or dental diagnosis or treatment and hospital care from a licensed physician, surgeon, and/or dentist as deemed necessary for my safety and welfare. It is understood that the resulting expenses will be my responsibility.

______________________________   ________________________________   _____________________
Participant’s Printed Name        Signature of Adult Participant or of Parent/Guardian on behalf of Minor Participant Date

Participant’s Medical Insurance Carrier

______________________________
Policy #

Medical Insurance Carrier Address

______________________________
Medical Insurance Carrier Phone

In the event of illness, accident, or other emergencies, please notify:

______________________________   ________________________________   _____________________
Name        Address        Phone #

☐ Medical Condition: Check here if you have a special medical condition and attach a description of that condition to this sheet.
C. NON-CLUB MEMBER

I request that I may participate in the activity listed in Section A.

As a condition for being allowed to participate in the above-referenced activity as a non-club member, I agree to abide by the provisions of Sections A and B, and, if applicable, Section(s) D and/or E.

My signatures on this document acknowledge that I have read and understand all applicable provisions and agree to abide by these terms.

Participant’s Printed Name ______________________________ Signature ______________ Date ____________

D. A PARTICIPANT PROVIDING HIS/HER OWN TRANSPORTATION

I understand (college name: ) may be providing transportation to and from the above-referenced activity. However, I do not wish to use this transportation.

I will provide my own transportation at my own expense to attend the activity listed in Section A and agree to abide by the following terms:

It is fully understood that the Los Angeles Community College District, its Board of Trustees, officers, employees, agents, representatives or volunteers is in no way responsible nor assumes liability for any injuries, losses, claims or actions resulting from, arising out of or incident to the non-District transportation. I understand that although the District may recommend travel time and/or routes to and/or from this event, that such recommendations are not mandatory and do not in any way constitute District sponsorship of or responsibility for my transportation.

I also understand that the driver is not driving as an agent of or on behalf of the District.

My signature below acknowledges that I have carefully read these provisions and I fully understand and willingly agree to abide by these terms.

Participant’s Printed Name ______________________________ Signature ______________ Date ____________

E. MINOR (For students/non-club members under 18 years of age, the parent or guardian completes this section in addition to Sections A and B; and C and D, where applicable.)

___________________________ has my permission to participate in the activity listed in Section A. Participating Minor’s Printed Name ______________________________

☐ Check here if there are no medical conditions that the staff should be aware of and if your son/daughter is not required to use any drugs during this activity.

AND/OR

☐ Drugs: Check here if your son/daughter must take any drugs during the excursion/field trip and list them on this form or hereto attached. All drugs, except those which must be kept on the minor’s person for emergency use, must be kept and distributed by District/College staff.

Name of drug and reason for use

I have read, understand and agree to all provisions of Section A: Waiver; Section B: Medical Authorization; Section E: Minor; and Sections C and D, as appropriate; as related to my son/daughter’s participation in this activity.

Parent/Guardian Printed Name ______________________________ Parent/Guardian Signature ______________ Date ____________

Address ______________________________ Phone # ______________________________ Son’s/Daughter’s Date of Birth ______________________________

After you have provided the information requested in this section and Sections A and B, please ask your son/daughter to return this form to the Supervising Academic Employee listed in Section A.

Signature of College Administrator Approving Completed Form ______________ Date ____________

Effective: December 5, 2008