

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, hiking 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

Responsible instructor/staff member(s): _____

Date(s) of field trips/excursions: _____

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

Address of field trip location: _____

Phone No. of field trip location: _____

Contact Person & phone no. at field trip site: _____

Attach Roster of participants and completed forms, as required below:

- Student Participation Form (District-wide Form No. 18008)
(required for each student participating in field trip or excursion)
- Non-District Transportation Notice (District-wide form No. 18009)
(required if District is not providing transportation and student is responsible for their own transportation)
- Waiver for Use of Personal Transportation (District-wide Form No. 18010)
(required if district transportation is provided, but not used and student providing their own transportation)
- Student Conference Attendance/College Visitation Agreement (District-wide Form No. 18011)
*(Only required for students participating in a **student conference or college visitation**)*

Requested By: _____
Instructor/Advisor/Supervisor (print name)

Date: _____

Approved by: _____
Department Dean/Manager

Date: _____

Approved by: _____
President or designee

Date: _____

AFTER COMPLETION OF FIELD TRIP,
FORWARD COMPLETED, APPROVED FORMS, AND ALL REQUIRED ATTACHMENTS
TO THE DISTRICT ADMINISTRATIVE CENTER, RISK MANAGEMENT DEPARTMENT