

# 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 completed forms, as required below:**

- Student Attendance Roster (*Generated by instructor/advisor; include names and 900- numbers*)
- 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)*
- Liability Waiver (District-Wide Form No. 18005)  
*(Only required if students are participating in potentially risky travel or activities/sports)*

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**