



RIVERSIDE COMMUNITY COLLEGE DISTRICT: NORCO COLLEGE

FIELD TRIP REQUEST

CLUB ORGANIZATION PROGRAM CLASS/INSTRUCTION

CLUB/ORGANIZATION/CLASS/PROGRAM NAME:

DATE OF REQUEST: _____ DATE OF FIELD TRIP: _____

DESTINATION: _____

ADDRESS: _____

DESCRIPTION/ITINERARY FOR TRIP:

TIME OF DEPARTURE FROM COLLEGE: _____

ESTIMATED RETURN TIME: _____

NUMBER OF STUDENTS (PLEASE ATTACH ROSTER) : _____

METHOD OF TRANSPORTATION: _____

ARE ASNC FUNDS REQUESTED FROM TRANSPORTATION? YES NO

Line Item: _____ BUDGET APPROVAL: _____

APPROVED: _____

COORDINATOR: STUDENT ACTIVITIES OTHER _____

APPROVED: _____

DEAN: Student Life INSTRUCTION

RIVERSIDE COMMUNITY COLLEGE DISTRICT: NORCO COLLEGE

FIELD TRIP REQUEST AGREEMENT

**PLEASE NOTE THAT STUDENTS AND STAFF SHALL AT ALL TIMES ADHERE TO THE STANDARD OF STUDENT CONDUCT APPLICABLE TO CONDUCT ON CAMPUS*

A FIELD TRIP/ EXCURSION IS DEFINED AS A TRIP CONDUCTED IN COURSES OF INSTRUCTION OR INSTRUCTIONALLY-RELATED SOCIAL, EDUCATIONAL, CULTURAL, ATHLETIC, OR MUSICAL ACTIVITIES TO AND FROM PLACES IN CALIFORNIA. ALL OUT OF STATE TRAVEL MUST BE APPROVED BY THE BOARD OF TRUSTEES.

AS THE REQUESTOR OF THIS EXCURSION I UNDERSTAND:

- ___1. AT ANY POINT THE DEAN OF STUDENT LIFE/ STUDENT ACTIVITIES COORDINATOR RESERVE THE RIGHT TO CANCEL ANY FIELD TRIP/EXCURSION AT ANY TIME.
- ___2. I MUST SUBMIT ALL NECESSARY DOCUMENTATION A COUPLE OF WEEKS IN ADVANCE
- ___3. I WAIVE ALL CLAIMS AGAINST THE DISTRICT FOR INJURY, ACCIDENT, ILLNESS, OR DEATH OCCURRING DURING OR BY REASON OF THE FIELD TRIP.
- ___4. ALL PERSONS MAKING A FIELD TRIP, INCLUDING PARENTS, CHAPERONES, ETC., MUST COMPLETE:
 - A. A RELEASE OF LIABILITY FORM
 - B. EXCURSION CONTRACT/ EMERGENCY INFORMATION FORM
- ___5. THE ADVISOR TRAVELING HAS RECEIVED A COPY OF THE DISTRICT'S BOARD AND ADMINISTRATIVE POLICIES ON NON DISCRIMINATION (3410) AND PROHIBITION OF HARASSMENT (3430) (PLEASE SEE ATTACHED)
- ___6. I WILL ADHERE TO BOARD AND ADMINISTRATIVE POLICIES REGARDING FIELD TRIPS/EXCURSIONS (4300) (PLEASE SEE ATTACHED)

I HAVE READ AND AGREE TO ALL OF THE FOLLOWING RULES AND REQUIREMENTS:

ADVISOR NAME (PRINT)

ADVISOR SIGNATURE

DATE

ADVISOR EMAIL

CONTACT NUMBER