

LOS ANGELES COMMUNITY COLLEGES OFFICE OF THE CHANCELLOR ADMINISTRATIVE REGULATIONS	INDEX NUMBER E-20
REFERENCE: Board Rule 9705	TOPIC: Class-Related Student Travel
ISSUE DATE: January, 1979	INITIATED BY: Instructional and Student Support Services Division
CHANGES: Added Paragraphs 8 through 11 Amended Section 6 and added Excursion/Field Trip Form Section 4	DATE OF CHANGES: December 5, 2008 June 17, 2003 January 23, 2013

1. The most economical accommodations available, which are reasonably close to the event shall be used.
2. Persons other than students and District employees whose services are essential to the class-related activities may ride in any vehicle rented, leased, or chartered by the District for the purpose of transporting students to an event only with the written approval of the college president.
3. Funds may be used for the purposes specified in Board Rule 9705 (Revised 3/29/75). The term "admission fee charges" shall be deemed to cover all fees and charges necessary for full participation in the event, including but not limited to: fees for admission, entry and participation, and fees for banquets or meals when they are an integral part of the event. The District may also pay green fees for visiting teams and their instructors for golfing events hosted by District colleges.
4. Allowances for meals for students and faculty advisors at events covered by Board Rule 9705 shall not exceed: breakfast, \$5.00; lunch, \$7.00; dinner, \$10.00; snack, \$2.50; post-game, \$5.50, or a total of \$30.00 per day. When a meal is scheduled as part of the event, the actual cost of the meal will be substituted for the amount listed above for those partaking of the meal. A receipt must be submitted for reimbursement for such special meals.
5. Reimbursement or payment for class-related student travel will be in accordance with the Business Services Procedures Manual guidelines.
6. Pursuant to 5 C.C.R. section 55220, 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 class-related travel. All adults taking the class-related travel and all parents or guardians of minors taking the class-related travel shall sign a statement waiving such claims (see attached form dated April 21, 2003).

7. Any person who does not sign the waiver will not be permitted to attend the class-related travel.
8. No student shall be prevented from taking a field trip or excursion which is integral to the completion of a course because of lack of sufficient funds. To this end the college shall coordinate efforts of community service groups to supply funds for students in need of them. Also, students may be provided with alternative assignments, which may be substituted for the field trip or excursion
9. No group shall be permitted to take a field trip or excursion which is integral to the completion of a course if any student who is a member of such an identifiable group will be excluded from participation in the field trip or excursion because of lack of sufficient funds. Nothing in this regulation shall be construed to prevent a college from offering a study abroad course or program because a particular student or group of students is unable to participate in the course or program due to lack of funds.
10. Expenses of students participating in a field trip or excursion authorized by this regulation may not be paid with public funds, except where:
 - (1) the expenditure is authorized pursuant to Title 5, C.C.R., Section 55220(a); or
 - (2) funds from a state or federal grant or categorical program are used consistent with the statutory, regulatory or contractual conditions applicable to the expenditure of such funds.

For purposes of this section, funds of an auxiliary organization duly established pursuant to education Code section 72670 et seq. shall not be considered to be public funds.

11. Expenses of instructors, chaperons, and other personnel participating in a field trip or excursion authorized by this section may be paid from district funds, and the district may pay from district funds all incidental expenses for the use of district equipment during a field trip authorized by Title 5, C.C.R., Section 55220.

Los Angeles Community College District

EXCURSION/FIELD TRIP FORM

All participants complete Sections A and B:

- A. WAIVER
- B. MEDICAL AUTHORIZATION

Also complete Section(s) C and/or D and/or E, if applicable:

- C. NON-MEMBER OF CLASS OR CLUB
- D. A PARTICIPANT PROVIDING HIS/HER OWN TRANSPORTATION
- E. MINOR

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 #
<input type="checkbox"/> 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
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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
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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
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Address	Phone #	Son's/Daughter's Date of Birth
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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