



LOS ANGELES COMMUNITY COLLEGES

CITY • EAST • HARBOR • MISSION • PIERCE • SOUTHWEST • TRADE-TECHNICAL • VALLEY • WEST

ADMINISTRATIVE OFFICES

Los Angeles Community College District
Risk Management
Request for Field Trip Insurance Rider

Are these Los Angeles Community College District Students? If not, who are the students participating in the field trip?

College: _____

Program: _____

Program Specialist: _____

Program Technician: _____

Event: _____

Event Date: _____

Event Time: _____ a.m. to _____ p.m.

Participants: _____ No. of Chaperones

_____ No. of Students

Transportation: _____

If a certificate of insurance is also to be issued, please provide the following information (if available a copy of an agreement):

Agency Name: _____

Agency Address: _____

Contact Person: _____

Fax and Telephone Number: _____

Insurance Requirement(s): _____

Date Certificate of Insurance is needed by the agency: _____



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ADMINISTRATIVE OFFICES

Submit all requests for field trip riders/insurance coverage on this form to:

Sherri D. Beloney Hatcher
Risk Management
District Office, 3rd Floor
(213) 891-2490 (Fax) or via Courier Mail

Please feel free to direct any questions to Sherri at (213) 891-2330 or Leila Menzies at (213) 891-2036.

YOU MUST SUBMIT ALL REQUESTS FOR FIELD TRIP COVERAGE NO LATER THAN TWO WEEKS PRIOR TO THE DATE THAT THE REQUESTING AGENCY NEEDS THE CERTIFICATE OF INSURANCE OR PROOF OF COVERAGE. PLEASE NOTE THAT ANY REQUEST FOR CERTIFICATE(S) OF INSURANCE OR PROOF OF COVERAGE THAT IS SUBMITTED LESS THAN TWO WEEKS PRIOR TO THE DATE THAT THE REQUESTING AGENCY NEEDS THE CERTIFICATE OR PROOF OF COVERAGE MAY NOT BE PROVIDED BY THE AGENCY'S DEADLINE.