



HARTNELL COMMUNITY COLLEGE DISTRICT

VOLUNTARY FIELD TRIP / EXCURSION FORM

COMPLETION INSTRUCTIONS

STUDENT FIELD TRIP FORMS ARE AVAILABLE ELECTRONICALLY AT:
[R:Office of Instruction/Field Trip Forms](#)

PURPOSE OF FORM: Provides information to the College about the students attending, should an accident or unfortunate situation occur; provides insurance protection for employees and the College.

IMPORTANT NOTE: Instructors or employees should also carry with them an “ACT” packet for student illness or injury reporting. Contact your Dean or Administrative Services for this form.

CLASS FIELD TRIPS (Field Trips included in class syllabi)

- | Requires completion of a Field Trip/Excursion Authorization form and Travel Authorization form for the instructor (or employee volunteer) and approval by Vice President of Instruction. Authorization form is available in the Instruction Office.
- | Each student completes and signs a Student Field Trip form. (2 copies needed)
- | One copy of the signed Student Field Trip form is carried with the instructor for emergency information.
- | One copy of the signed Student Field Trip Form is sent to the Vice President for emergency purposes **prior to** the trip and maintained until after the date(s) of the trip(s)
- | Instruction Office will provide multi-copy forms for use by evening Instructors, etc.
- | **NOTE:** If there are multiple field trip dates, a listing of field trip dates and locations can be attached to the batch of Student Field Trip forms so that the student need only complete one form for all trips taken by the semester class.
- | On the day of the field trip before leaving, a roster of attendees should be delivered to the Instruction Office so they will have a true list of attendees. This way, should something unfortunate occur, the College is notifying families of only those in attendance.

If the College is providing payment for any part of a trip for the individual students (i.e. Airfare, food, etc.), see instructions below

When a field trip is offered to students participating in a special program (like clubs) or through the Associated Student Body and College funds are paying for transportation or any portion of their trip, the following instructions apply:

- | Each student completes and signs a Student Field Trip form.
- | One copy of the signed Student Field Trip form is carried with the instructor/advisor for emergency information.
- | A Travel Authorization form must be completed by employee of record (instructor, advisor, etc.)
- | One copy of each signed Student Field Trip Form (or a roster of attendees) must accompany the Travel Authorization form and the Purchase Requisition for payment, approved by the Vice President of the area.
- | One copy of the signed Student Field Trip form is sent to the Vice President for emergency purposes **prior to** the trip and maintained until after the date of the trip.
- | For multiple field trips, a list of dates and locations may be attached so that students do not have to complete more than one Student Field Trip form each semester.
- | On the day of the field trip, **before leaving, or prior to the trip** if information is known, a roster of attendees should be delivered to the Office of the Vice President of the area, so they will have a true list of attendees.

We strive to offer our students a safe and secure environment in which to learn - at all times.
Thank you for your cooperation.