



## Instructions for Field Trips

- 1) Have your faculty advisor submit a “Risk Management Request for Field Trip Insurance Rider” form. This form can be downloaded from <http://www.lavc.edu/asu/forms.html>
- 2) Your faculty advisor must submit this form to Lynda Tovar and Monica Flores via email at [tovarlm@lavc.edu](mailto:tovarlm@lavc.edu) and [floresm10@lavc.edu](mailto:floresm10@lavc.edu) at least 10 business days prior to the trip. Along with the form you must also include the list of students and chaperones attending the trip.
- 3) All students attending the field trip must complete and submit the “Excursion/Field Trip form”. Please gather all the forms in 1 pile and submit to Monica Flores – Student Union Building-2<sup>nd</sup> Floor. Do not have each student submit their forms individually.
- 4) The ASU Advisor will sign each form and return the forms to your faculty advisor who is serving as a chaperone.
- 5) The chaperone/advisor must keep the forms with him/her at all times during the trip.
- 6) You are required to have 1 chaperone per every 10 students.
- 7) Disbursement Requests for all trips must be accompanied by a list of students with SID#, and copies of excursion forms. Payments will not be made otherwise. Disbursement Requests can take up to 10 business days to process by the Business Office, plan accordingly.

## Check off list for Field Trips

### Forms to Submit

- \_\_\_\_\_ Excursion Forms (for all participants)
- \_\_\_\_\_ List of all student participating including their SID#s
- \_\_\_\_\_ List of Chaperones
- \_\_\_\_\_ Disbursement request/s (attach invoice receipts)