



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 Jaime Holladay-Collins and Monica Flores via email at holladjs@lavc.edu and floresm10@lavc.edu 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”**. Faculty advisor, please gather all the forms in 1 pile and submit to ASU Advisor, Monica Flores – Student Union Building-2nd Floor or via email. 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 them 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, so plan accordingly.

Use of ASU Funds for Field Trips

CHECKS OFF LIST

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)