



Butte-Glenn Community College District ADMINISTRATIVE PROCEDURE

AP 4300 – Field Trips and Excursions

Approved by Leadership: August 2014

Reference: Title 5 Section 55220

The District may conduct field trips and excursions in connection with courses of instruction or college-related social, educational, cultural, athletic or musical activities to and from places in California, or any other state, the District of Columbia, or a foreign country for students.

The District shall engage instructors, supervisors, and other personnel as may be necessary for such field trips or excursions who desire to contribute their services over and above the normal period for which they are employed by the District.

The District shall, at the discretion of the Chief Instructional Officer, transport students, instructors, supervisors, or other personnel by use of District equipment, or contract to provide transportation. When District equipment is used to transport students, the District shall obtain liability insurance, and if travel is to and from a foreign country, the liability insurance shall be secured from a carrier licensed to transact insurance business in the foreign country.

The District may pay expenses of instructors, chaperones and other personnel participating in a field trip or excursion. Payments or reimbursements by the District in conjunction with field trips and excursions shall be in accordance with Board Policy/Administrative Procedure 7400, Travel, and shall require itemization and validation of expenses in a form prescribed by the Superintendent/President or designee.

The District may pay for expenses of students participating in a field trip or excursion with auxiliary, grant or categorical program funds if the funds are used consistently with the funding source.

No student shall be prevented from making a field trip or excursion which is integral to the completion of the course because of lack of sufficient funds. The District shall coordinate efforts of community services groups to provide funds for students in need of them.

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 procedure shall be construed to prevent the District 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.

All persons making a field trip or excursion shall be deemed to have waived all claims against the District for injury, accident, illness, or death occurring during or by reason of the field trip or

excursion. All adults taking such trips and all parents or guardians of minor students shall sign a statement, in a form prescribed by the District, waiving such claims.

Field trips and excursions that extend beyond the geographical boundaries of California must be approved by the Chief Instructional Officer or Vice President for Student Services as appropriate.

Types of Field Trips and Excursions

1. **Curriculum Related Field Trips.** The purpose of a curriculum related field trip must be tied to the goals and objective(s) of the class proposing the trip. Any class-related activity that is conducted away from the location that the class normally meets is considered a field trip.
2. **Competition or Athletic Field Trips.** These trips are related to academic program and are limited to participants who qualify for the particular competition or athletic team.
3. **Student Clubs or Extra Curricular Excursions.** Excursions in this category relate to those that are sponsored by a student club and/or are sanctioned as an approved activity by the Associated Students of the District.
4. **Mandatory Trip.** A mandatory field trip or excursion is one which requires student participation for successful course completion and has a direct relationship to the instructional program.
5. **Voluntary Trip.** A voluntary field trip or excursion is one in which student participation is encouraged but not required. The activity will provide a significant contribution to the goals and objectives of the class, program or organization.

Authorization and Approval

All field trips and excursions must be approved as prescribed by this Administrative Procedure. The field trip or excursion leader will complete the following tasks prior to the date(s) of travel:

1. Create a complete itinerary, identifying such items as educational objectives, assignments, activities, dates, time, locations, transportation, etc.
2. Complete a Request for Field Trip or Excursion form at least two (2) weeks prior to the trip, and obtain approval of the administrator or manager who has oversight responsibility for the particular class, club, or extra-curricular activity. The field trip or excursion itinerary should accompany the request.
3. If field trip or excursion extends beyond the geographical boundaries of California, complete a Request for Field Trip or Excursion form prior to the trip, obtain approval of the administrator or manager who has oversight responsibility for the particular curriculum related class, club, or extra-curricular activity; and submit the Request for Field Trip or Excursion form to the area Vice President (for curriculum related field trips and athletic trips to the Chief Instructional Officer, or for club excursions to the Vice President for Student Services) for approval. The field trip or excursion itinerary should accompany the request.
4. For competition or athletic trips, complete a Request for Field Trip or Excursion form prior to or early in the semester for all scheduled trips, and obtain approval of the administrator or manager who has oversight responsibility for the particular class, club or extra-curricular activity. The team schedule should accompany the request.
5. Complete a Travel Request and Authorization form for reimbursement of expenses for District employees participating in a field trip or excursion, and obtain approval of the area administrator or manager at least two (2) weeks prior to the date of travel.

6. Complete a Student Travel Request and Authorization (Team Travel Request) form for reimbursement of expenses for students participating in a field trip or excursion, and obtain approval of the area administrator or manager at least two (2) weeks prior to the date of travel. Student expenses for out-of-state travel will not be expended out of District funds.
7. Arrange for transportation, accommodations or overnight trips/excursions, and necessary tickets/admissions to events/venues associated with the field trip or excursion. If any contracts are required, they must be reviewed by the Business Contracts Office and processed in accordance with Board Policy and Administrative Procedure 6340, Contracts.
8. Require all field trip or excursion participants to complete and submit a Field Trip or Excursion Participant Notice form and a Field Trip or Excursion Waiver of Liability, Assumption of Risk, and Indemnity Agreement form prior to participation. These forms shall be retained in the sponsoring department office.
9. Complete a Field Trip or Excursion Participants' List form listing all participants in the field trip or excursion including emergency contact information. This form shall be retained in the sponsoring department office in the event of an accident or emergency. A copy of this form should be made and accompany the field trip/excursion leader on the trip.

FORMS

Butte-Glenn Community College District forms to be used for field trips and excursions are listed below and may be obtained via the Butte College web page or department offices.

1. Request for Field Trip or Excursion
2. Field Trip or Excursion Participants List
3. Field Trip or Excursion Participant Notice
4. Field Trip or Excursion Waiver of Liability, Assumption of Risk, and Indemnity Agreement