Ventura County Community College District

FIELD TRIP/EXCURSION REQUEST

☐ Moorpark College  ☐ Oxnard College  ☑ Ventura College

This form must be filed with the Dean/Director at least 10 business days before the activity date

One “Field Trip/Excursion Request” form may be completed for multiple dates, a specified date range, or the entire semester if field trips are for the same type of activity and/or destination (i.e., service learning, hiking classes).

Instructor/Advisor: (Print)__________________________________________________________

Class (Name/Number/Section)/Club/Athletic Event:____________________________________

Activity/Destination: ______________________________________________________________

Transportation is Provided by: ☐ College (District-owned vehicle)

☐ College (Commercial travel)

☐ Responsibility of Student

Responsible instructor/staff member(s): ________________________________________________

________________________________________________________________________________

Date(s) of field trips/excursions: _____________________________________________________

If more than one field trip or excursion is included on this form, attach a list of locations, addresses, phone numbers and indicate “see attached” on the next three lines below

Address of field trip location: ________________________________________________________

Phone No. of field trip location: _____________________________________________________

Contact Person & phone no. at field trip site: ___________________________________________
Attach Roster of participants and completed forms, as required below:

- □ Student Participation Form (District-wide Form No. 18008)  
  (required for each student participating in field trip or excursion)

- □ Non-District Transportation Notice (District-wide form No. 18009)  
  (required if District is not providing transportation and student is responsible for their own transportation)

- □ Waiver for Use of Personal Transportation (District-wide Form No. 18010)  
  (required if district transportation is provided, but not used and student providing their own transportation)

- □ Student Conference Attendance/College Visitation Agreement (District-wide Form No. 18011)  
  (Only required for students participating in a student conference or college visitation)

Requested By: __________________________________________ Date: __________________

Instructor/Advisor/Supervisor (print name)

Approved by: __________________________________________ Date: __________________

Department Dean/Manager

Approved by: __________________________________________ Date: __________________

President or designee

AFTER COMPLETION OF FIELD TRIP, FORWARD COMPLETED, APPROVED FORMS, AND ALL REQUIRED ATTACHMENTS TO THE DISTRICT ADMINISTRATIVE CENTER, RISK MANAGEMENT DEPARTMENT