

San Mateo County Community College District

## Field Trip/Excursion Guidelines

Guidelines for Field Trips and Excursions (which does not include Study/Travel Tours or Student Activities) shall include the following:

- 1) It is required that field trips/excursions be approved by college administration before the field trip/excursion takes place for insurance reasons. A **Request for Field Trip/Excursion Approval Form** should be submitted for approval to the appropriate Division Dean and Vice President of Instruction or Student Services at least two weeks prior to the date of departure. Attached to the form should be a roster of the class, which indicates any student(s) who will not be participating in the trip.
- 2) Approval of a field trip/excursion does not authorize any expenditures. Anticipated expenditures should be submitted to the department chair before approval of the field trip/excursion.
- 3) Field trip/excursion participation shall be restricted to only allow students that are officially enrolled in the course and have completed the required release forms.
- 4) Each student participating in the field trip/excursion shall be required to complete a district-approved **Field Trip/Excursion Waiver and Medical Authorization Form** before being allowed to participate on a field trip. Students under 18 years of age must obtain written approval from their parent/legal guardian as noted on form.
- 5) Students, faculty and staff shall adhere to the standards of conduct applicable to conduct on campus, at all times during the field trip/excursion. Neither the college nor the instructor has any responsibility for student conduct outside the official field trip/excursion hours.
- 6) Instructors supervising field trips must be familiar with procedures dealing with transportation (Rules and Regulations 8.45).
- 7) If the college is not sponsoring transportation to the field trip/excursion venue, each student shall be required to complete a **Student Voluntary Transportation Agreement Form** if they will be providing their own transportation.
- 8) All completed forms shall be submitted to the appropriate College Division Office and be maintained on file for one year from the date of the event.

**Reference:**

Title 5 Section 55220  
Rules and Regulations 6.45, Field Trips and Excursions  
Rules and Regulations 8.45, Transportation on District-Sponsored Activities