



MT. SAN JACINTO COMMUNITY COLLEGE DISTRICT
Student/Adult Field Trip Request Form

Directions: Complete the form in its entirety, obtain signatures, and submit to Risk Management for approval at least 2 weeks prior to the trip. Important note: Overnight trips require Executive Cabinet approval in addition to Risk Management approval and must be submitted at least 4 weeks prior to the trip.

Type of Field Trip (check one):

Single Day Trips

- One day - school Day
One day - non-school day

Multi-day Trips

- Overnight Trip (# of nights)
Out of State Trip (# of nights)
Trip to Foreign Country (# of nights)

Trip Details

Activity/Excursion/Event Title:
Destination Name:
Destination City/State:
Departure Date: Return Date:
Departure Time (approx.): AM/PM Return Time (approx.): AM/PM
Purpose of trip (Educational Benefit):
Name of Class/Club:
Employee in Charge: Cell #:
Other Employees on Trip:

Emergency Information

Closest Hospital/Emergency Room:

Transportation (check one)

District Vehicle Student and/or Employee driving their own vehicles

Please review and acknowledge required items below and obtain signatures:

Required Items (check):

- I certify that I will provide a Personal Vehicle Use form for each employee driving their own vehicle.
I certify that I will provide a list of participants and class handout for this trip.
I certify that all student participants have completed the required student form/waiver. All forms will be kept on file in associated department for one year plus one day after the date of the field trip.

Signatures:

Faculty Member: Date:
Area Dean: Date:
Risk Management: Date:

Once complete, send required items above along with this request form to Risk Management: RiskManagement@MSJC.edu according to the deadlines at the top of the form.