



LOS ANGELES COMMUNITY COLLEGES

CITY EAST HARBOR MISSION PIERCE SOUTHWEST TRADE-TECHNICAL VALLEY WEST
ADMINISTRATIVE OFFICES

Risk Management Request for Field Trip Insurance Rider

LAVC Control Number:

Are these Los Angeles Community College District Students? Yes No

If not, who are the students participating in the field trip?

College:

Program:

Program Specialist:

Program Technician:

Event:

Event Date:

Event Time:

Start Time: AM PM End Time: AM PM

Participants:

No. of Chaperones: _____ No. of Students: _____

Transportation:

If a certificate of insurance is also to be issued, please provide the following information (and if available, a copy of an agreement):

Agency Name:

Agency Address:

Contact Person:

Contact Numbers:

Telephone: _____ Fax: _____

Insurance Requirements:

Date Certificate of Insurance is needed by the agency:

PLEASE SEE THE NEXT PAGE



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All requests for field trip coverage must be submitted no later than two weeks prior to the requesting agency needing the certificate of insurance or proof of coverage. Please note any request for certificates of insurance or proof of coverage submitted less than two weeks prior to the requesting agency needing the certificate or proof of coverage may not be provided by the agency's deadline.

Los Angeles Valley College Submission Instructions- ForClubsOnly

This is a digital form that is to be completed on your computer and submitted by email.

Faculty Club Advisors complete this form, include a list of students & ID numbers, along with chaperone information. Once completed email to:

Lynda Tovar at tovarlm@lavc.edu

Monica Flores at floresm10@lavc.edu