



APPLICATION FOR TRIP AUTHORIZATION

This form should be filled out by the person under whose immediate supervision the trip is to be conducted. It MUST BE submitted to the Office of Academic Affairs (Curricular) or to the Office of Student Affairs (Cocurricular) at least ten (10) days prior to the date of the trip.

Curricular

Title of Class: **Biology 3**

or

Cocurricular

Name of Organization: **LAVC**

Day and Date of Trip: (self-explanatory)

Regular Class Meeting Time: (Yours)

Type of Transportation: "private"/"cars"/"student provided"/"autos"

Funding: Leave blank unless there is a charge for the activity

Departure Location: Any: "LAVC"/"Home"

Departure Time: (be specific if possible)

Arrive at Destination: (be specific if possible)

Leave Destination: (be specific if possible)

Purpose of Trip: "field trip"/"ecological study"/"study of ecology of chaparral community"

Destination: "Sepulveda Basin Wildlife Preserve"/"Santa Monica Mtns"/"Gold Creek"/"Los Angeles Zoo"

You must attach a list (alphabetical) of students going on trip.

If private automobile(s) are used, the instructor or advisor and the District may become subject to claims of damage and/or injuries arising from alleged negligence on the part of the instructor or advisor and/or District. Attention is directed to certain responsibilities of the instructor or advisor.

First Aid Kits. (EC 11952). The instructor or person responsible for a field trip should have a first aid kit (supplied by the College Police, Sheriff's Department) in his possession or immediately available, while conducting the field trip. Whenever a field trip is conducted in an area which is commonly known to be infested by poisonous snakes, the first aid kit to be supplied by the health Office shall include a snake bite kit.

Submitted by: [Click here.](#)

Date: [Click here.](#)

Approved by: _____ (Dean)

Vice Pres.

Academic Affairs
Rev. 8/10