



## Chapter 4—Academic Affairs

### AP 4300 – Field Trips/Excursions

*Reference: Title 5 Section 55220*

The Yuba Community College District (YCCD) supports the educational value of field trips and excursions. As such, its procedures have been designed to facilitate these trips so as to maximize opportunities for students while ensuring their safety and limiting the liability to the District.

#### **Definitions and General Parameters**

Field trips or excursions supported by the District are divided into four categories. These include those that are curriculum related, those related to athletics or other competition, those related to student clubs or other extra-curricular activities, and those that are sponsored by Community Education. Out of country courses offered in an Education Abroad program are not applicable to Board Policy 4300 and as such are not a part of this Administrative Procedure. The aforementioned categories are designated as either field trips or excursions, as described below. A Field Trips/Excursions Matrix has been prepared and is attached to this Administrative Procedure (Attachment 1). This matrix outlines the rules and regulations for each activity included in each of the Field Trips and Excursions categories. Topics addressed include the following:

- Open Enrollment
- In-State Trips or Excursions
- Out-of-State Trips or Excursions
- Out-of Country Excursions (Community Education only)
- Waiver of Liability
- Forms Required
- Expenses
- Insurance
- Transportation Permitted
- Activities Not Permitted
- High Exposure/High Risk Activities

#### **Field Trips**

##### A. Curriculum Related Field Trips

- The purpose of a curriculum related field trip must be tied to an objective(s) of each class or classes proposing the trip.
- Any class-related activity that is conducted away from the location that the class normally meets, as identified in the schedule of classes, is considered a field trip.
- Each class conducting a field trip shall be fully open to enrollment and participation by any person who has been admitted to the college and who meets established prerequisites of the course in accordance with Title 5 §51006 (See Attachment 1).
- Students taking part in a curriculum related field trip must be enrolled in the class or classes taking the trip.
- Participation in the field trip is voluntary and is not required by the District.



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- An alternative activity needs to be made available to students who are unable to participate in the trip.
- In-state and out-of-state field trips are permitted. See matrix (Attachment 1) for specifics.
- The District shall not pay expenses of students participating in a field trip or excursion to any other state, the District of Columbia or a foreign country with District funds.
- The District may pay for expenses of students participating in a field trip or excursion with auxiliary, grant or categorical program funds if the funds are used consistently with the funding source.

### B. Competition or Athletic Trips

- These trips are related to academic programs and are limited to participants who qualify for the particular competition or athletic team.
- Participation in the trip is voluntary and is not required by the District.
- In-state and out-of-state field trips are permitted. See matrix (Attachment 1) for specifics.
- The District shall not pay expenses of students participating in a field trip or excursion to any other state, the District of Columbia or a foreign country with District funds.
- The District may pay for expenses of students participating in a field trip or excursion with auxiliary, grant or categorical program funds if the funds are used consistently with the funding source.

## Excursions

### A. Student Clubs/Extra-Curricular Excursions

- Excursions in this category relate to those that are sponsored by a student club and/or are sanctioned as an approved activity by the Associated Students of the Yuba Community College District.
- These excursions are limited to currently enrolled students.
- Participation in the excursion is voluntary and is not required by the District.
- In-state and out-of-state excursions are permitted. See matrix (Attachment 1) for specifics.
- The District shall not pay expenses of students participating in a field trip or excursion to any other state, the District of Columbia or a foreign country with District funds.
- The District may pay for expenses of students participating in a field trip or excursion with auxiliary, grant or categorical program funds if the funds are used consistently with the funding source.

### B. Community Education Excursions

- Excursions in this category relate to those that are sponsored by the District's Community Education program and are limited to students enrolled in a specific course approved by Community Education.
- Participation in the excursion is voluntary and is not required by the District.



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- In-state, out-of-state, and out-of-country excursions are permitted. See matrix (Attachment 1) for specifics.
- The District shall not pay expenses of students participating in a field trip or excursion to any other state, the District of Columbia or a foreign country with District funds.
- Minors, students under 18, are not allowed to participate in out-of-country excursions.
- The District may pay for expenses of students participating in a field trip or excursion with auxiliary, grant or categorical program funds if the funds are used consistently with the funding source.

### Process

#### *In-State and Out-of-State (Oregon, Nevada, and Arizona only) Field Trips and Excursions*

- Field trip/excursion sponsor obtains approval on appropriate form (Yuba Community College District Field Trip/Excursion Request; see Attachment 2/Forms) of the administrator or manager who has oversight responsibility for the particular curriculum related class, club, extra-curricular activity, or Community Education class. A field trip/excursion itinerary should accompany the request.
- Submit form to the Vice President Academic and Student Services at Yuba College or the Vice President Academic and Student Services at Woodland Community College for approval.
- Form is then forwarded to the Purchasing Department
- The Purchasing Department will do the following:
  - Arrange for requested transportation. See below.\*
  - Arrange for requested accommodations for overnight trips/excursions. When arranging accommodations, the District will reserve required rooms. District arranged accommodations are the only accommodations permitted on the field trip/excursion. Students are responsible for confirming lodging with the designated hotel and for arranging payment unless rooms are provided through approved program, club, or activity funds.
  - Arrange for necessary tickets/admissions to events/venues associated with the field trip or excursion.
  - Ensure that, if District provided transportation is driven by a YCCD employee, the employee provides the Purchasing Office with a copy of his/her driver's license and evidence of auto insurance and that appropriate background checks have been completed.

When a field trip or excursion is approved, it is the responsibility of the employee supervising the field trip or excursion to provide the following to the Purchasing Office:

- Field Trip/Excursion Waiver Statement and Medical Authorization--Adult (See Attachment 2/Forms). Form includes emergency contact information.
- Field Trip/Excursion Waiver Statement and Medical Authorization--Minor (Serves as parent permission slip/See Attachment 2/Forms). Form includes emergency contact information.
- A list of all participants and emergency contact information for quick reference (See Attachment 2/Forms).



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- A completed “Employee Driver of Requested Transportation Form,” if District arranged transportation is to be driven by a District employee (See Attachment 2/Forms)
- A list of all faculty and other chaperones. Note: Additional faculty and/or chaperones will be required for long distance trips/excursions, overnight trips/excursions, or trips/excursions with large groups of students.

\*If the District is providing transportation, this is the only transportation permitted on the field trip or excursion in all field trip/excursion categories except Athletics. For Athletic in-state trips only, student athletes, with Athletic Director approval and completion of the Voluntary Transportation Agreement--Athletics (See Attachment 2/Forms), may provide their own transportation. If the District is not providing transportation, students are responsible for providing their own transportation. Please note the following:

- No student shall ride in a personal vehicle driven by a YCCD employee.
- No District employee shall assist in the arrangement of private transportation.

It is the responsibility of the employee supervising the field trip or excursion to provide each participant with the Student Code of Conduct or Community Education Guidelines, as appropriate.

### **Out-of-State (Other than Oregon, Nevada, and Arizona) Field Trips and Excursions**

- Field trip/excursion sponsor obtains approval on appropriate form (Yuba Community College District Field Trip/Excursion Request; see Attachment 2/Forms) of the administrator or manager who has oversight responsibility for the particular curriculum related class, club, extra-curricular activity, or Community Education class. A field trip/excursion itinerary should accompany the request.
- Submit form to the Vice President Academic and Student Services at Yuba College or the Vice President Academic and Student Services at Woodland Community College for approval.
- Form is then forwarded to the Purchasing Department and held there pending Board approval.
- Prepare item for Board agenda for presentation of the specific field trip or excursion idea, including itinerary. If the field trip or excursion is approved in concept by the Board, sponsor (faculty or staff member or Community Education instructor) needs to work with the Purchasing Department to gather all information on trip/excursion particulars. Such will be presented to the Board for final approval. Enough time needs to be allotted for presentation at two Board meetings and for making all arrangements (See matrix, Attachment 1, for additional details on time frames). Sponsor must be present at both Board meetings to address questions from the Board.
- Prepare item for Board agenda for final approval.
- Following Board approval, the Purchasing Department will make all necessary arrangements called for on the Field Trip/Excursion Form.



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- The Purchasing Department will do the following:
  - Arrange for requested transportation. See next page.\*\*
  - Arrange for requested accommodations for overnight trips/excursions. When arranging accommodations, the District will reserve required rooms. District arranged accommodations are the only accommodations permitted on the field trip/excursion. Students are responsible for confirming lodging with the designated hotel and for arranging payment unless rooms are provided through approved program, club, or activity funds.
  - Arrange for necessary tickets/admissions to events/venues associated with the field trip or excursion.
  - Ensure that, if District provided transportation is driven by a YCCD employee, the employee provides the Purchasing Office with a copy of his/her driver's license and evidence of auto insurance and that appropriate background checks have been completed.

When a field trip or excursion is approved, it is the responsibility of the employee supervising the field trip or excursion to provide the following to the Purchasing Office:

- Field Trip/Excursion Waiver Statement and Medical Authorization--Adult (See Attachment 2/Forms). Form includes emergency contact information.
- Field Trip/Excursion Waiver Statement and Medical Authorization--Minor (Serves as parent permission slip). Form includes emergency contact information.
- A list of all participants and emergency contact information for quick reference (See Attachment 2/Forms).
- A completed "Employee Driver of Requested Transportation Form," if District arranged transportation is to be driven by a District employee (See Attachment 2/Forms)
- A list of all faculty and other chaperones. Note: Additional faculty and/or chaperones will be required for long distance trips/excursions, overnight trips/excursions, or trips/excursions with large groups of students.

\*\*If the District is providing transportation, this is the only transportation permitted on the field trip or excursion. If the District is not providing transportation, students are responsible for providing their own transportation. Please note the following:

- No student shall ride in a personal vehicle driven by a YCCD employee.
- No district employee shall assist in the arrangement of private transportation.

It is the responsibility of the employee supervising the field trip or excursion to provide each participant with the Student Code of Conduct or Community Education Guidelines, as appropriate.



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### Out-of-Country Excursions

**Out-of country excursions are permitted only as part of a Community Education class or activity. For an excursion class, one year of advanced planning is needed.**

- Excursion sponsor obtains approval on appropriate form (Yuba Community College District Field Trip/Excursion Request; see Attachment 2/Forms) of the manager who has oversight responsibility for Community Education classes. A trip/excursion itinerary should accompany the request.
- Submit form to the Vice President Academic and Student Services at Yuba College or the Vice President Academic and Student Services at Woodland Community College for approval.
- Form is then forwarded to the Purchasing Department and held there pending Board approval.
- Prepare item for Board agenda for presentation of the specific excursion idea, including itinerary. If the excursion is approved in concept by the Board, the Community Education manager and instructor need to work with the Purchasing Department to gather all information on excursion particulars. Such will be presented to the Board for final approval. Enough time needs to be allotted for presentation at two Board meetings and for making all excursion arrangements (See matrix, Attachment 1, for additional details on time frames). Community Education manager and instructor must be present at both Board meetings to address questions from the Board.
- Prepare item for Board agenda for final approval.
- Following Board approval, the Purchasing Department will make all necessary arrangements called for on the Field Trip/Excursion Form.
- The Purchasing Department will work through an approved travel agency to do the following:
  - Arrange for requested transportation. District arranged transportation is the only transportation permitted on the excursion.
  - Arrange for requested accommodations. District arranged accommodations are the only accommodations permitted on the excursion. Students are responsible for confirming lodging with the travel agency or designated hotel, as appropriate, and for arranging payment.
  - Arrange for necessary tickets/admissions to events/venues associated with the excursion.
  - Ensure that participants have appropriate insurance.

When an out-of-country excursion is approved, it is the responsibility of the employee supervising the excursion to provide the following to the Purchasing Office:

- Community Education Foreign Excursion Agreement (See Attachment 2/Forms). Form includes emergency contact information.
- A list of all participants and emergency contact information for quick reference (See Attachment 2/Forms).
- A list of all instructors and other chaperones that will accompany participants.



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It is the responsibility of the employee supervising the excursion to provide each participant with Community Education Guidelines.

### **Forms**

**Yuba Community College District forms to be used for field trips and excursions are listed below and are provided in Attachment 2/Forms.**

- Field Trip/Excursion Request
- Field Trip/Excursion Waiver Statement and Medical Authorization--Adult
- Field Trip/Excursion Waiver Statement and Medical Authorization--Minor
- Participant List With Emergency Contact Information
- Employee Driver of Requested Transportation
- Voluntary Transportation Agreement--Athletics
- **Community Education Foreign Excursion Agreement**

### **[AP 4300 Forms](#)**

### **[AP 4300 Matrix](#)**

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