



LOS ANGELES COMMUNITY COLLEGES

CITY EAST HARBOR MISSION PIERCE SOUTHWEST TRADE-TECHNICAL VALLEY WEST

ADMINISTRATIVE OFFICES

Risk Management Request for Field Trip Insurance Rider

LAHC 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 Harbor College Submission Instructions- ForClubsOnly

This is a digital form that is to be completed on your computer and submitted by email. To receive this form by email, please contact Heidi Medrano at medranhp@lahc.edu or Elizabeth DeSylva at desylvem@lahc.edu.

Faculty Club Advisors please email this completed form to both also include a list of student and chaperones attending the trip.

Roxanna Hernandez at hernanrm@lahc.edu (Student Services)

Heidi Medrano at medranhp@lahc.edu (Student Activities)