



Instructions for Field Trips

- 1) Have your faculty advisor submit a “Risk Management Request for Field Trip Insurance Rider” form. This form can be downloaded from <http://www.lavc.edu/asu/forms.html>
- 2) Your faculty advisor must submit this form to Lynda Tovar and Monica Flores via email at tovarlm@lavc.edu and floresm10@lavc.edu at least 10 business days prior to the trip. Along with the form you must also include the list of students and chaperones attending the trip.
- 3) All students attending the field trip must complete and submit the “Excursion/Field Trip form”. Please gather all the forms in 1 pile and submit to Monica Flores – Student Union Building-2nd Floor. Do not have each student submit their forms individually.
- 4) The ASU Advisor will sign each form and return the forms to your faculty advisor who is serving as a chaperone.
- 5) The chaperone/advisor must keep the forms with him/her at all times during the trip.
- 6) You are required to have 1 chaperone per every 10 students.
- 7) Disbursement Requests for all trips must be accompanied by a list of students with SID#, and copies of excursion forms. Payments will not be made otherwise. Disbursement Requests can take up to 10 business days to process by the Business Office, plan accordingly.

Check off list for Field Trips

Forms to Submit

- _____ Excursion Forms (for all participants)
- _____ List of all student participating including their SID#s
- _____ List of Chaperones
- _____ Disbursement request/s (attach invoice receipts)