

FIELD TRIPS AND COLLEGE-SPONSORED ACTIVITIES

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1. Field Trip Guidelines
 - A. Faculty or supervising staff must fill out a Field Trip/College Sponsored Activities Request form. This form must be submitted to the Vice President of the respective component or his/her designee for an authorizing signature. All field trips or college-sponsored activities that include travel outside the U.S. must be approved by the Board of Trustees.
 - B. A participant list naming all persons attending the field trip or college-sponsored activity should be retained in the sponsoring department that should also designate a faculty/staff contact person with a contact phone number in the event of an emergency. District Police shall be the emergency contact during evenings and weekends.
 - C. Field trip or college-sponsored activity participants should complete and submit a field trip or college-sponsored activity liability waiver form. These forms are to be retained for three years.
 - D. Faculty or supervising staff must advise and educate participants of any hazardous, extraordinary, or strenuous activity associated with the trip. Emergency response procedures are covered within the Sonoma County Junior College District Emergency Preparedness Handbook. Field trip or college-sponsored activity leaders should be familiar with the Handbook and carry a cell phone for reaching 911 (if needed) during the field trip.
 - E. Guests are not allowed on field trips or college-sponsored activities to minimize the risk exposure and liability to the District. Field trips or college-sponsored activities are limited to faculty, staff, enrolled students, and/or approved volunteers of the District. Volunteers must complete the "Volunteer Agreement" which is available in the Human Resources Department. The "Volunteer Agreement" must be completed and on file in the Human Resources Department prior to the beginning of the volunteer activity.
 - F. Student field trip or college-sponsored activities participants may organize and/or arrange their own transportation to and from the field trip site(s). As specified in the waiver form, the District will not be liable for injuries or loss occurring when participants use their own vehicles.
 - G. Drivers of District vehicles should be limited to faculty, staff, enrolled students, and approved volunteers of the District. Designated vehicle drivers must be cleared through District Police prior to field trip departure.
 - H. The use, possession, sale or distribution of alcohol, narcotics, hallucinogenic drugs or substances, or any poison classified as such by Section 4160 of the Business and Professional Code, on College property, or at any College-sponsored event, is prohibited.
 2. Required Forms
 - A. Field Trip/College Sponsored Activities Request
 - B. Field Trip/College-Sponsored Activities Liability Waiver
 3. Students are responsible for missed work.
 4. Any instructor taking a field trip or requiring attendance at a college-sponsored activity which will require students to miss other classes, has the responsibility of informing his/her students to report two weeks before the trip to the instructors of other classes they will miss, to immediately arrange for

5. Any student who is an active member of a group requiring participation in activities causing an absence from a class, has the responsibility to provide their instructor an event schedule within the first two weeks of the onset of the course. The student also has the responsibility to provide a reminder notice for the instructor two weeks before an event, and in cases of rescheduling of an event, the student needs to notify the instructor of the change as soon as possible.
6. Instructors will honor requests for students to go on field trips and other college-sponsored activities assigned in other classes when, in the judgment of the instructor, such absences will not unduly jeopardize the student's performance. Should it be determined by the student or the instructor that undue jeopardy might result from the missed classes, both instructors would cooperate in seeking a resolution that is in the best interest of the student.