

<b>LOS ANGELES COMMUNITY COLLEGES OFFICE OF THE CHANCELLOR ADMINISTRATIVE REGULATIONS</b>	<b>INDEX NUMBER E-77</b>
<b>REFERENCE:</b> Board Rules: 9705, 9803, 91101	<b>TOPIC:</b> ASO Field Trips and Excursions
<b>ISSUE DATE:</b> February 25, 1986	<b>INITIATED BY:</b> Instructional and Student Support Services Division
<b>CHANGES:</b> Revised Sections 1, 2(f), and 2(h). Deleted Section 4(b) and renumbered subsections Amended Section 3(b) and revised Excursion/Field Trip Form	<b>DATE OF CHANGES:</b>  December 5, 2008  June 17, 2003

1. DEFINITION

For the purposes of this regulation, an ASO Field Trip or excursion is defined as an activity sponsored by the ASO or its clubs that is external to District facilities

2. REQUIREMENTS

In accordance with District Board Rules, Associated Student Organization and their authorized clubs may conduct field trips or excursions to and from places in the State, any other State, the District of Columbia or a foreign country, subject to the following requirements:

- a. All ASO students involved in the field trips or excursions must be accompanied by an ASO Advisor or a District employee approved by the Chief Student Service Officer. Exceptions may be made by the College President in writing,
- b. Persons other than students and District employees, whose services are essential to the ASO-related activities, must have the written approval of the college president in order to ride in any vehicle rented, leased, or chartered by the District for the purpose of transporting students to an event.
- c. Subject to applicable legal limitations, ASO Funds and Student Representation Fee moneys may be used for transportation, accommodations and/or meals in direct connection with the event.
- d. The most economical accommodations available, which are reasonably close to the event, shall be used.
- e. If the ASO contracts to provide group transportation, the contract shall include provisions for the vehicle and the driver, unless the driver is an authorized District employee with the appropriate license(s).
- f. Those ASO members and other participating individuals using their own vehicles to transport themselves or others must comply with the automobile liability insurance requirements under California law and provide the administrator in charge of ASO activities with a copy of their proof of automobile liability insurance coverage and a copy of a current driver's license.

- g. If travel is to and from a foreign country, the ASO or club sponsoring the field trip shall contact the District's Risk Manager sixty (60) days before the travel is scheduled to take place so that a determination can be made whether additional liability insurance is necessary.
- h. All provisions of the Student Code of Conduct (Board Rule 9803 et seq.) apply to students during the duration of all field trips. Violations are subject to the District's Student Discipline Procedures (Board Rule 91101 et seq.).
  - 1. In addition to student discipline contained in Board Rule 9803 et seq, violations of the Code of Conduct may result in the immediate suspension from the activity; in which case, the student will bear responsibility for any additional expenses occurring after the immediate suspension. Students may also be required to pay restitution under the provisions of discipline procedures contained in Board Rule 91101.11(b)(3).
  - 2. Disorderly conduct will constitute a violation of the Standards of Student Conduct (Board Rule 91101.25). This applies to all District sanctioned events and field trips, under the supervision of a designated advisor(s).

### 3. EXPENSES AND WAIVERS

- a. Expenses of students participating in a field trip or excursion to any other state, the District of Columbia, or a foreign country authorized by this regulation shall be paid with ASO funds. Travel expenses of instructors, chaperons and other personnel participating in a field trip or excursion authorized by this regulation may be paid from ASO funds.
- b. Board Rule 10704 and Business Services Procedure 02-13 apply to allowances for meals for students and ASO advisors, except that ALL intoxicating spirits are prohibited. Receipts must be submitted for reimbursement.
- c. Reimbursement or payment for ASO-related student travel will be in accordance with the Business Services Procedures Manual guidelines.
- d. Pursuant to 5 C.C.R. section 55450, all persons, including students, taking the field trip or excursion shall be deemed to have waived all claims against the District and/or the State of California for injury, accident, illness, or death occurring during or by reasons in connection with the field trip or excursion. All adults taking field trips or excursions and all parents or guardians of minors taking field trips or excursions shall sign a statement waiving such claims (See attached form dated April 21, 2003).
- e. Any person or parent or guardian of a minor who does not sign the waiver will not be permitted to attend the field trip or excursion.

### 4. ALCOHOL AND DRUGS

- a. The Los Angeles Community College District Board Rule 9803.19 specifically prohibits use, possession, distribution or presence of alcoholic beverages, narcotics, or other dangerous drugs such as marijuana or lysergic acid diethylamide (LSD) on a campus or at any college/ASO sponsored functions. This includes travel to and from events.

b. Any student who violates Board Rule 9803.19 shall be subject to disciplinary action.