



## 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.lahc.edu/aso/forms.html>
- 2) Your faculty advisor must submit this form to Roxanna Hernandez and Elizabeth DeSylva via email at [hernanrm@lahc.edu](mailto:hernanrm@lahc.edu) and [desylvem@lahc.edu](mailto:desylvem@lahc.edu) 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 ASO Advisor, Heidi Medrano – Student Union Building-2<sup>nd</sup> Floor. Do not have each student submit their forms individually.
- 4) The ASO 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.

## Use of ASO Funds for Field Trips

### CHECKS OFF LIST

#### 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)