

Field trip requests must be submitted to the Office of Academic Affairs at least 10 business days from the date of the trip.

Course	Section	Term/Year	Instructor's Name
Date of Trip (MM/DD/YY)	Time/s (Leave-Return to NVC)	Number of Students*	Date Received by OAA

Destination and Purpose of Trip

Are students required to participate in this activity? (Please check one)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Are there additional fees required to participate in this activity? (Please check one)	<input type="checkbox"/> YES	Amount \$_____
	<input type="checkbox"/> NO	

Request for Transportation

<input type="checkbox"/> College-issued Vehicle** Capacity_____	<input type="checkbox"/> None (Participants will meet at destination)
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NOTICE OF NON-LIABILITY/FIELD TRIP WAIVER

The California Education Code requires that all students be notified of voluntary participation in off-campus co-curricular field trips and/or excursions related to the course enrolled. Students who wish to participate in such activities must sign a waiver to acknowledge their understanding. It is the student's responsibility to notify instructor/s of absence in another class related to the field trip.

We, the undersigned, acknowledge and understand the below statement:

All persons participating in the field trip or excursion shall be deemed to have waived all claims against the Napa Valley Community College District for injury, accident, illness, or death occurring during or by reason of the field trip or excursion, pursuant to the California Code of Regulations § 55220. All participants agree to hold the District, its officers, agents, and employees harmless from any and all liability for any injuries or losses resulting from any transportation which the District did not directly provide (i.e. the participant's personal vehicle or any public carrier) used for transportation to and from a field trip destination.

Student Roster

STUDENT NAME	SIGNATURE	STUDENT NAME	SIGNATURE
1.		8.	
2.		9.	
3.		10.	
4.		11.	
5.		12.	
6.		13.	
7.		14.	

*Number of students must match the number of students on the roster

** Instructor must coordinate with the Facilities Services if requesting the use of a college-issued vehicle for the trip

APPROVAL

_____ Dean	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	_____ Date
_____ Vice President, Academic Affairs	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	_____ Date
_____ *Facilities Services (for Transportation)	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	_____ Date