

Santa Monica College
Administrative Regulation –
Students Activities and Student Conduct

Extracurricular Trips

Arrangements for trips by clubs and other non-athletic extracurricular activity groups must be made through the respective advisor concerned. Advisors who wish to take their clubs or other extracurricular groups on trips off campus must receive prior approval from the Associate Dean of Student Life. Such approval may be requested by submitting **Extracurricular Trip Memorandum form, in duplicate, to the Associate Dean of Student Life one (1) week prior to the scheduled trip.**

The advisor should also sign an Advanced Notice of Authorized Absence form for each student who will be absent from any class while on the extracurricular trip. Each student is responsible for filling out this form and presenting it to each instructor one (1) week prior to the scheduled trip.

Transportation by Associated Students' vehicle is sometimes available. Request for such transportation may be made to the receiving department manager or the business manager of the Associated Students. (Not available at this time.)

Forms for extracurricular activities trips may be obtained from the Administrative Assistant to the Associate Dean of Student Life. (Now on the A.S. Website)

Responsibilities of Advisors on Extracurricular Trips

Instructors or advisors who take extracurricular student activity groups on off-campus trips are responsible for:

1. Obtaining written approval for the trip from the appropriate college administrator one (1) week prior to the scheduled trip.
2. Submitting required forms as listed above.
3. Supervising the conduct of all students during the entire trip. Such conduct will at all times conform to the Santa Monica College "Guidelines for Student Conduct," as outlined in the Santa Monica College Handbook.
4. Assuring that each student going on extracurricular activity trips possesses a current Associated Students' membership card.
5. Ascertaining that all drivers have current drivers' licenses and adequate automobile insurance if private vehicles are utilized for transportation.
6. Travel by private automobile may be used with the following provisions:
 - a. That the student's automobile is in a reasonably safe operating condition.
 - b. That the provisions of "detour and frolic" are complied with (this means that the students are to be given specific instructions as to time and place of departure and time and place of arrival, and that students are to proceed directly from the college or any other assigned point to the field trip site).
 - c. Parent consent slips, also available from the secretary to the Administrative Dean, Community and Student Development, should be obtained for any student under 18 years of age. Student 18 years or over must assume the same liability provisions as were formerly observed for those students 21 or over. Liability insurance (district blanket coverage) is available to advisors while in the normal pursuit of their duties.

(Replaces AR 5330-090176)



Advisor's Field Trip Responsibility Form

(Submit 5 business days before field trip to the A.S. Office, Cayton #202, above the cafeteria)

NOTE: this form is not for classroom field trips, see your Department Chair.

- The Primary-Advisor supervising the field trip must be a Full-Time SMC Faculty, Manager, or Administrator.
- Advisors must be present at all times during the student SMC field trip.
- Co-Advisors attending the field trip, who are assisting the Primary-Advisor must complete this form also.
- Co-Advisors may be part-time faculty or another full-time faculty, manager, administrator, or a full-time classified employee.
- We recommend the student/advisor ratio be one (1) advisor for every fifteen (15) students.
- All field trip participants must be currently enrolled SMC-AS Students or currently employed SMC Staff.
- All A.S. Field Trip Forms may be downloaded from the A.S. Website: www.smc.edu/associated_students; click on A.S. & I.C.C. FORMS.

Advisor's Name: _____ Primary-Advisor; Co-Advisor

A.S. / I.C.C. Club: _____

Field Trip Participants: Total Number of Students: _____; Total Number of Advisors (FT/PT): _____

A.S. Board of Directors Approved Field Trip: A.S. Meeting Date: _____; A.S. / I.C.C. Total \$ _____

Destination Name: _____ Ph: _____

Destination Address: _____
(Street) (City) (State) (Zip)

Departure: _____
(Date) (Time) (Departure Location - group meeting place)

Arrival: _____
(Date) (Time) (Arrival Location - group drop off place)

ADVISOR'S RESPONSIBILITIES:

1. Read the attached SMC Board of Trustees Administrative Regulation 5319 regarding Extra-Curricular Trips.
2. Note your responsibilities in regard to students whom you accompany, student conduct and transportation arrangements. Also, read the A.S. Field Trip Form: EXCURSION/FIELD TRIP FORM INCLUDING RELEASE OF LIABILITY
3. The Primary-Advisor is responsible for disbursement and accounting of all A.S.-SMC funds expended for field trips.
4. Students who are under the age of 18 years old, will need to have their parent/guardian sign the Santa Monica College - Field Trip Release and Waiver - Participants under eighteen (18) years of age. This waiver is required under Santa Monica College, Administrative Regulation Code 5319-091481.
5. The following forms must be kept in the Primary-Advisor's possession during the field-trip:
 - FORM - EXCURSION/FIELD TRIP FORM INCLUDING RELEASE OF LIABILITY (contains student list of emergency contacts)
 - FORM - EARLY DEPARTURE, (at least 2 blank forms) in case of a student's emergency to leave the field trip.

Your signature on this form indicates that you have read this form, the enclosed/named materials, and will supervise the trip in accordance with the Santa Monica College policies and regulations.

The College appreciates your service as an advisor to A.S. / I.C.C. Clubs and appreciates the commitment of your time in helping SMC students become better informed and educated through these supervised activities.

Above Named Advisor's Signature: _____ Date: _____

Associated Students of Santa Monica College
FIELD TRIP FORM

EARLY DEPARTURE: RELEASE and WAIVER

Please return to the A.S. Office 5 business days prior to field-trip.

The Supervising Advisor should carry at least 2 blank forms for students who may have emergencies and need to leave the field trip early.

The undersigned agrees to hereby hold harmless and releases and forever discharges the Board of Trustees of the Santa Monica Community College District, and the officers and employees thereof, from any and all claims and demands whatsoever which the undersigned, and any of them, or any third persons, and the representatives thereof, or any persons acting on their behalf have or may have against and the said Board of Trustees, or their officers or employees by reason of accident, illness, injury to or death of any person or persons, or damage to or loss or destruction of any property arising or resulting directly or indirectly from participation in the aforementioned field trip and occurring during said participation or any time subsequent thereto.

The undersigned has been given permission by the officers of the Santa Monica College to participate in the following field trip on the following dates:

Field Trip to: _____ Date(s) of Trip: _____

City/State of Field Trip: _____

Club Name: _____ Full Time Advisor: _____

Reason for leaving: _____

The undersigned furthermore has requested to depart early from the above said field trip and agrees to assume full individual responsibility upon such departure.

Date of Departure: _____, Time of Departure: _____ am / pm

Print Name

Signature

Date Signed

I am the parent/legal guardian of the participant who is under 18 years of age to whom the above statements apply and I am executing this release and waiver.

Parent/Legal Guardian Printed Name & Signature

Date

Santa Monica College - Field Trip Release and Waiver

Participants under eighteen (18) years of age.

This waiver is required under Santa Monica College, Administrative Regulation Code 5319-091481
(Please return to the A.S. Office 5 business days prior to field-trip.)

The undersigned, and in the event the undersigned is **under eighteen (18) years of age**, the undersigned's parents or legal guardians, for and in consideration of granting permission of the Board of Trustees of Santa Monica Community College District for the undersigned to participate in the following field trip:

Field Trip to: _____ Date of Trip: _____

City/State of Field Trip: _____

Club Name: _____ Full Time Advisor: _____

Hereby hold(s) harmless and release(s) and forever discharge(s) the Board of Trustees of the Santa Monica Community College District, and the officers and employees thereof, either in their individual capacities or by reason of their relationship to the said Board of Trustees, and their successors, from and all claims and demands whatsoever which the undersigned, and any of them, or any third persons, and the representatives thereof, or any persons acting on their behalf have or may have against the said Board of Trustees, or their officers or employees by reason of any accident arising or resulting directly or indirectly from participation in the aforementioned field trip and occurring during said participation or any time subsequent thereto.

Dated this _____ day of _____, 20_____.

Student Name (print) Signature

Mother or Legal Guardian (print) Signature

Father or Legal Guardian (print) Signature

Associated Students (A.S.) of Santa Monica Community College District (SMC)

EXCURSION / FIELD TRIP FORM INCLUDING RELEASE OF LIABILITY

Excursion/Field Trip:	Date(s):	Page 1 of
FT Primary-Advisor:	GROUP Name:	

TITLE 5: As required by Title 5, Section 55220 of the California Code of Regulations, I understand and agree that I shall hold the Santa Monica Community College District, its Board of Trustees, officers, agents, representatives, employees, and permissive users of District vehicles harmless from any and all liability, claims, causes of action, and demands related to, arising out of or in connection with my participation in this activity, including injuries, accident, illness or death.

PARTICIPATION: If my participation in this activity results in any liability, claims, causes of action, or demands against the Santa Monica Community College District, its Board of Trustees, officers, agents, representatives, employees, and permissive users of District vehicles, I agree to defend and indemnify the District, its Board of Trustees, officers, agents, representatives, employees, and permissive users of District vehicles in such an action. I understand that to participate in this field trip, I must hold current membership in the A.S.

MEDICAL CONSENT: In the event of any illness or injury while participating in the activity listed above, I hereby consent to whatever x-ray, examination, anesthetic, medical, surgical or dental diagnosis or treatment and hospital care from a licensed physician, surgeon, and/or dentist as deemed necessary for my safety and welfare. It is understood that the resulting expenses will be my responsibility.

TRANSPORTATION: If I provide my own transportation or ride with another student, it is fully understood that the Santa Monica Community College District, its Board of Trustees, officers, employees, agents, representatives or volunteers is in no way responsible nor assumes liability for any injuries, losses, claims or actions resulting from, arising out of or incident to the non-District transportation. I understand that although the District may recommend travel time and/or routes to and/or from this event, that such recommendations are not mandatory and do not in any way constitute District sponsorship of or responsibility for my transportation. I also understand that the driver is not driving as an agent of or on behalf of the District.

CONDUCT: I fully understand that participants are to abide by all rules and regulations governing conduct during the trip. Any violation of these rules and regulations may result in Santa Monica College student disciplinary action and removal from their A.S. leadership position(s). Therefore, I understand that I am to conduct myself in a responsible manner and agree to the following: (a) No Alcoholic Beverages (even if I am over 21 years of age); (b) No possession of any prohibited control substance, (c) No Rowdy or Lewd Behavior; (d) Not paying for any personal expenditures not authorized by the A.S.; (e) No behavior that will endanger myself or others; (f) I will not leave the facilities in which I am lodged or premises of the event without the written, personal permission of the Full-Time Advisor supervising the field trip; and (g) I will not be tardy to the timelines set forth by the fieldtrip Advisors, such as, boarding the A.S.-SMC funded/provided transportation, meal/recreation timelines, workshop timelines, or any other timelines affecting the field trip funding, participants, or myself.

SIGNATURE: My signature on this document acknowledges the following: (1) I have read and understand the above provisions and I agree to abide by these terms, (2) I hold current membership in the A.S. (I have purchased a \$19.50 A.S. Membership sticker), and (3) I understand that any violation of these terms may result in Santa Monica College Student Disciplinary actions against me and removal from my A.S. leadership position(s).

SMC ID#	Current A.S. #	Cell Ph #	Print Name	Signature	In Case of an Emergency - Emergency Contact Name	Emergency Contact Ph #

ORIGINAL to A.S. Office at least 5 business days before field trip; COPY to be carried by the FULL-TIME PRIMARY-ADVISOR while attending the field trip.

NOTE: *If a minor (under 18 years of age) is going on the trip - the minor's guardian must sign the form: PARTICIPANTS UNDER 18 YEARS OF AGE - #SMC-AR5319-091481 (see A.S. Website)

