

**MIRACOSTA COMMUNITY COLLEGE DISTRICT
EXCURSION LIABILITY RELEASE and AGREEMENT**

Field Trip Special Guidelines

1. As required by Administrative Procedure (AP) 4300, if a field trip is local and takes place during a scheduled class meeting, the Instructor will submit two weeks prior to departure, a completed and signed Form B-169 and attachments to the appropriate Dean with a copy of the syllabus for the course.
2. If there are any minor students, Form B-169M (the MiraCosta Community College District Excursion Liability Release and Agreement Modified for Minor Students under 18 Years of Age) must be completed, signed by their parent or guardian, and returned.
Note: Minors may not participate in any international travel/activity.
 - a. Note: A field trip that does not take place during normal class time and/or does not use college-sanctioned transportation, regardless of location, must be included in the class syllabus or it will be considered optional, and alternative assignments must be given to students who cannot participate.
 - b. Details pertinent to the field trip (e.g., place, date, time) should be included in the class syllabus. If the syllabus does not contain complete details about the field trip, with the consent of the dean, a syllabus addendum may be an acceptable alternative, so long as it is distributed to all students, and attached to this field trip form.
3. The forms should be directed to the relevant instructional dean for authorization. As per Board Policy (BP) 4300, field trips are viewed as an extension of the classroom and they must be approved in advance.
4. Should one or more new students be added to the class after the forms have been submitted, an additional form should be submitted with their signature(s).
5. If any changes are made after the forms have been submitted and approved, a new Form B-169 plus a syllabus addendum need to be submitted.
6. The district strongly recommends that for overnight field trips, the student should complete the Voluntary Participant's Information Sheet (Form B-170).

In accordance with BP4300 completion of this form is required for participation by students/non-employees over the age of 18 in any and all one day, in-state, off-campus excursions (i.e., field trips, club activities, or any other special event) sponsored by the MiraCosta Community College District. Please submit Form B-169M for participants under the age of 18.

No one will be permitted to attend/participate in any excursion specified on page 2 of this form unless it has been completed, approved, and signed by the participant and faculty/staff member supervising/coordinating the excursion and Vice President, Student Services or Instructional Dean no later than the day of the excursion.

Instructional off-campus meetings need to be announced in the course syllabus (please attach to form). A signed, fully completed form is to be forwarded to the Office of the Director/Risk Management, MS #14.

Section 1. Liability Release and Discharge

As a condition of my participation in these excursions, I understand that California Education Code Section 35330(d), provides that "all persons making the field trip or excursion shall be deemed to have waived all claims against the District or the State of California for injury, accident, illness or death occurring during or by reason of a field trip or excursion. All adults taking out-of-state field trips or excursions and all parents or guardians of students taking out-of-state field trips or excursions shall sign a statement waiving such claims". Participant agrees to release and discharge (agreeing to make no claim and not to sue) the State of California or the District (its' Board of Trustees, officials, employees, agents) ("Released Parties") from all claims of injury or loss which the participant or the minor participant for whom parent or legal guardian signs for, may suffer, arising in whole or in part from the Participant's enrollment or participation in the excursion, including but not limited to any injury, accident, illness, or death or any loss or damage to personal property occurring during or by reason of the participation in said excursion.

Section 2. Rules and Requirements

Obey and uphold any and all rules and requirements of the excursion; observe the designated schedule and follow the instructions given by District supervisory personnel in all matters pertaining to the excursion.
I grant the District, acting by and through the personnel designated to supervise said excursion, the right to terminate my participation in the excursion if it is determined by them that my continued participation is detrimental to or in conflict with the purpose of the excursion, or is not in harmony with the best interests of the other participants and/or supervisory personnel.
Violation of any of the stated rules or regulations pertaining to this excursion will result in my immediate removal from said excursion.

Section 3. Medical Consent

In a medical emergency arising during the course of the excursion, I grant to the District acting through its designated supervisory personnel full authority to take any action deemed necessary to protect my health and safety at my expense, including, but not limited to, placing me under the care of a doctor, hospital and/or other qualified medical personnel to examine and/or treat.

Section 4. Accident/Emergency Illness

Student Accident Insurance does not cover field trips outside of the USA. Coverage applies while; (a) attending regularly scheduled classes at the District; (b) while attending college-sponsored activities, including club activities, or; (c) traveling under supervision by an authorized District representative to and from District-sponsored events.

Section 5. Drug and Alcohol Statement

Use, possession, sale, distribution, or manufacture of, or the attempted sale, distribution, or manufacture of alcohol and illegal drugs, including controlled substances, on District properties or at official sponsored District functions is unlawful or otherwise prohibited by BP5500.

**MIRACOSTA COMMUNITY COLLEGE DISTRICT
EXCURSION LIABILITY RELEASE and AGREEMENT**

I, (Faculty/Staff Member) hereby authorize the individuals listed below on this form to participate in this excursion with the terms and conditions described below and affirm that I personally observed each individual signing this form.

Printed Name of Faculty/Staff Member Supervising Excursion X _____
Signature of Faculty/Staff Member Date

Printed Name Vice President, Dean or Designee X _____
Signature Vice President, Dean or Designee Date

Class: _____ Semester/Year: _____ Event Date(s): _____

Instructor/Staff Member: _____ Mail Station #: _____ Phone Ext: _____

The MiraCosta Community College District ("District") grants:
The Participant(s), who have read the information under Sections 1-5 and signed below, have permission to participate in the excursions specified below:

_____ scheduled for (date) _____
 _____ scheduled for (date) _____
 _____ scheduled for (date) _____
 _____ scheduled for (date) _____
 _____ scheduled for (date) _____
 _____ scheduled for (date) _____

I have read Sections 1-5 which includes the liability release and understand and agree to its terms and conditions. I execute it voluntarily and with full knowledge of its contents, ramifications and my responsibilities thereof as evidenced by me having signed below. I am 18 years of age or older and am the Participant. If Participant is under 18 years of age, a Form B-169M must be completed and signed.

<u>Participant's Printed Name</u>	<u>Participant Signature</u>	<u>Date</u>
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		
21.		
22.		
23.		
24.		
25.		

MIRACOSTA COMMUNITY COLLEGE DISTRICT
EXCURSION LIABILITY RELEASE and AGREEMENT

<u>Participant's Printed Name</u>	<u>Participant Signature</u>	<u>Date</u>
26.		
27.		
28.		
29.		
30.		
31.		
32.		
33.		
34.		
35.		
36.		
37.		
38.		
39.		
40.		
41.		
42.		
43.		
44.		
45.		
46.		
47.		
48.		
49.		
50.		

**Upon completion of this form, please submit to the appropriate Dean.
The Dean's office will forward final copies to the Office of Risk Management.**