

FIELD TRIP HANDBOOK



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PURPOSE

Field trips enrich student learning by connecting academic coursework to real-world experiences that support personal and professional growth. All field trips must align with course objectives and institutional procedures established under AP 4300 and applicable Board Policy.

GOAL

The Chaffey District Risk Management Department, with the input from several campus community stakeholders, (CSRM) has put together this guide to help District administrators and faculty members plan safe field trips for all involved.

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TYPES OF FIELD TRIPS



INSTRUCTIONAL FIELD TRIPS

Curricular trips tied to enrolled courses or instructionally related academic, social, career, cultural, or athletic activities, whether in-state, out-of-state, or international.



STUDENT SERVICES FIELD TRIPS

Co-curricular experiences sponsored by recognized student organizations, leadership programs, affinity groups, or the Transfer Center including college visits, workplace tours, and civic engagement activities.



ATHLETIC FIELD TRIPS

Travel to practice, league or non-league contests, or sanctioned tournaments. Must comply with applicable College, conference, and state regulations.

REQUEST AND APPROVAL

Field trip requests must be submitted by authorized District personnel (faculty, coaches, or club advisors). Requests must include event name, date(s) and location(s), activity itinerary with estimated times, number of participants, transportation method, hazard assessment, and educational purposes.

No deposits, fees, or commitments may be made until all required approvals are granted.

RECOMMENDED SUBMISSION TIMELINES:

- Out-of-state trips: at least **six weeks** in advance
- Overnight or in-state multi-day trips: at least **six weeks** in advance
- All other trips: at least **one month** in advance

Field trips with excessive tourism unrelated to the educational purpose or that cause students to miss substantial classroom time will not be approved. No student shall be excluded from a required field trip due to lack of funds; the District will make reasonable efforts to coordinate financial assistance.

OUT-OF-STATE AND BOARD APPROVAL

Out-of-state trips must be placed on the Board agenda through the Superintendent/President Office and must include justification, participant names, complete itinerary, funding arrangements, and class coverage plans for any missed instruction.

For approved out-of-state travel, the District recommends:

- All participants carry wallet cards with local emergency contacts, health care provider information, and campus emergency contacts (available 24 hours).
- Airline tickets for out-of-state travel should be refundable where possible and purchased only after Board approval. Individual staff should not make bulk purchases on personal credit cards for reimbursement.

For any travel abroad, the District recommends that all participants enroll in the U.S. State Department's Smart Traveler Enrollment Program (STEP) at <https://step.state.gov/>

LIABILITY AND WAIVERS

Per California Code of Regulations (5 CCR § 55220), all field trip participants are deemed to have waived claims against the District for injury, illness, or death arising from the trip.

Waivers are **required** for:

- Club or co-curricular activities
- Athletic/sports programs
- Voluntary college events or excursions
- Out-of-state trips

Waiver forms are not required for in-state curricular trips that are a required component of a course.

Students shall complete either the adult (if 18 years of age or older) or minor (if under 18 years old) activity waiver form as appropriate. Participants who extend travel beyond the conclusion of the official trip assume all liability from that point forward.

SUPERVISION

The instructor of record or designated trip lead bears responsibility for student supervision for the full duration of the trip, which may constitute a 24-hour commitment on overnight trips. Faculty, coaches, and chaperones should not permit students to separate from the group without authorization.

SUPERVISION RATIOS FOR NON-INSTRUCTIONAL FIELD TRIPS:

- Minimum 1 chaperone for up to **10 students** under age 18
- Minimum 1 chaperone for up to **30 students** age 18 and older
- At least one District employee must serve as a chaperone on every trip
- A minimum of 5 students is required to authorize a trip

When students of multiple genders participate, the College should include at least one chaperone of each gender. On overnight trips, room checks are required, and students may not be left unsupervised in lodging facilities.

CHAPERONE REQUIREMENTS

Short-term employees, student workers, or independent contractors may not serve as the sole chaperone. Non-employee chaperones must be approved as volunteers through a Volunteer Services Agreement and background check from Human Resources.

Although it is generally not recommended to use classified employees as chaperones during their regular work hours, additional adult support may be utilized, when necessary, with overtime compensation provided to classified professionals.

CHAPERONE EXPECTATIONS:

- Comply with District policies and follow the supervising faculty member's direction
- Never be alone with a single student
- Maintain the group roster and emergency contact information
- Follow the approved itinerary and report problems immediately to the instructor
- No tobacco or alcohol on field trips
- Arrive 30 minutes before departure

PARTICIPATION OF MINORS

Students under age 18 may participate in same-day trips with prior written consent (on a completed waiver form) from a parent or legal guardian. **Minors are not permitted on overnight trips**, except for student athletes participating in authorized contests or team travel.

TRANSPORTATION

Transportation is arranged at the discretion of the Dean in collaboration with the faculty member. Acceptable modes include District vehicles driven by an authorized driver, District-approved contracted transportation services, employees driving personal vehicles (with Risk Management clearance and proof of insurance), and public transit. The District does not support students transporting other students in personal vehicles.

Trips must depart from and return to a College campus or a District-preapproved transportation hub. For out-of-state trips requiring air travel, tickets should not be purchased before Board approval and must be arranged through College or District business offices.

For insurance questions regarding District vehicles or contracted bus providers, contact the **Office of Risk Management at Ext. 6523**.

ATTENDANCE

Prior to the trip, a signed waiver form is required for every student. Taking attendance, using a student roster must be conducted at key transition points (boarding, disembarking, and upon arrival at each activity area). Apportionment may be claimed for field trips that are part of a course, limited to the contact hours that would have been generated had the class met on campus.

CONDUCT AND DISCIPLINE

Faculty must review behavioral expectations with students prior to departure. Students are subject to BP 5500 Standards of Student Conduct throughout the trip. If a serious conduct incident occurs, a District administrator must be notified immediately. No student may be separated from the group or sent home without prior administrator approval.

Overnight trips require a mandatory orientation conducted by the Executive Director of Student Support Services *at least two to four weeks prior* to the trip, covering Standards of Conduct expectations. Contact Student.Discipline@chaffey.edu or **(909) 652-6510** to schedule.

HEALTH, SAFETY, AND ATTIRE

Any medical condition that could put a student at risk must be communicated to trip staff and chaperones in advance. Faculty should bring a well-equipped first aid kit and a file containing emergency contact information, health consent forms, and medical authorizations for all participants. Students are responsible for self-administering required medications; students who cannot self-administer must arrange for an aide or attendant.

Trip lead should encourage all participants to wear appropriate attire for the environment. Examples include closed-toe shoes, long pants, hats, and sunscreen where conditions warrant. Proper clothing reduces the risk of bites, sunburn, and injury from falls.

ACCESSIBILITY AND DISABILITY ACCOMMODATIONS

Chaffey College is committed to equal access on all field trips in compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act. Accessibility planning is a shared responsibility among the sponsoring department, Disability Programs and Services (DPS), and the student.

Participation in DPS is voluntary. Not all students with disabilities are registered with DPS. Students seeking disability-related accommodation must initiate the request process.

DPS PLANNING TIMELINE

6-8 Weeks before the trip

- Sponsoring department confirms general site accessibility and preliminary transportation plans
- Department verifies that the destination site can reasonably support ADA accessibility

4 Weeks before the trip

- Students notify the trip lead of any disability-related accommodation needs
- Students registered with DPS should also notify DPS and submit any required semester accommodation request

3 Weeks before the trip

- Trip lead consults with DPS regarding approved accommodations for registered students
- Accessible transportation will be secured once the department confirms that a student with an approved mobility-related accommodation will be attending
- If accessible transportation is required but cannot be secured, the department should consult with DPS and may need to modify or reschedule the trip to ensure equal access

2 Weeks before the trip

- All approved accommodations, equipment, and transportation arrangements are finalized

LATE REQUESTS

Accommodation requests received fewer than two weeks before the trip will be reviewed; however, implementation may not be feasible if the request would create an undue burden or fundamental alteration of the activity.

Trips that do not demonstrate appropriate accessibility planning may not receive final approval.

DPS TRANSPORTATION

CharterUp is the preferred provider for field trip transportation, offering simplified booking through a single contract and potentially competitive pricing.

For accessible transportation, clearly specify student needs. “ADA-accessible” vehicles may only include steps and may not support mobility devices. If a student uses a wheelchair, walker, or scooter, request a vehicle with a lift or ramp.

Before booking, confirm:

- Availability of a lift or ramp
- Number of wheelchair securement spaces
- Ability to accommodate mobility scooters
- Whether the student will remain in the device or transfer

For accessibility guidance, contact DPS at **(909) 652-6379** or DPS.Staff@chaffey.edu before booking.

IMPORTANT GUIDELINES

- District employees may not push wheelchairs or provide personal care assistance.
- Students requiring personal care must arrange and fund their own Personal Care Attendant (PCA).
- Service animals are permitted in accordance with ADA guidelines. Emotional support animals are not permitted on District-provided transportation or field trips.
- Students are responsible for managing their own medications. District employees may not administer medication.
- Accessibility-related modifications apply to approved disability accommodations and do not alter essential learning outcomes of the trip.

FREQUENTLY ASKED QUESTIONS

1. If a student causes damage to property or injures someone during the trip, what actions should be taken in response?

The chaperone must first prioritize safety, assessing whether any emergency support is required, and if so, by contacting emergency services immediately.

If no emergency support is required, the chaperone should do the following:

- Deescalate the situation by separating those involved
- Supervise the responsible student to ensure that they are not left alone
- Notify any necessary and appropriate parties to include, other chaperones and supervisors, College management, and emergency services

The chaperone(s) must also submit an incident report, which contains the following information:

- Names of individuals involved, to include student ID number and any additional contact information
- Description of the incident, including date, time, and any other relevant details
- Names and contact information of any witnesses
- Location where the incident occurred
- Actions taken in response to the incident (if any)

In cases involving property damage, an assessment of the cost of repairs or replacement should be completed. This assessment may be used to determine whether the student is responsible for restitution.

2. What steps should be taken if a participant or chaperone goes missing or cannot be accounted for during the field trip?

Ensuring that all chaperones have participants contact information (and vice versa) and establishing a designated reunification point in advance is important. If a participant or chaperone cannot be accounted for:

- Immediately notify the lead chaperone and conduct a full headcount if a participant is missing. If lead chaperone is missing, contact District administration (i.e. dean, trip coordinator)
- Attempt to contact the individual using phone/text
- Identify the last known location and time seen
- Assign available chaperones to search designated areas while maintaining supervision of remaining participants
- Notify District administration/Risk Management as soon as reasonably possible
- If the individual is not located within a short, defined timeframe (e.g., 10-15 minutes depending on the setting), contact local law enforcement
- For minors, notify the parent/guardian once initial efforts are underway or sooner if risk is elevated
- Document all actions, timelines, and communications

3. If a participant is injured and hospitalized, who stays with them?

For minor participants, a designated chaperone should remain with the participant until a parent/guardian arrives. It is important to maintain communication with the parent/guardian. In the case of adult participants, while not required, consider remaining with the individual until stable or released to medical personnel. Ensure the incident is reported to District administration and Risk Management (i.e. dean, trip coordinator) at 909-652-6523 or nicole.leonard@chaffey.edu

4. If a chaperone has an emergency and needs to leave, who will take over their responsibilities?

If a chaperone must leave, the participants under their “watch” should be reassigned to remaining chaperone(s). If there are no other chaperones, notify District administration (i.e. dean, trip coordinator) immediately and modify or consider ending the activity based on the level of risk and environment.

5. How should we respond if a student commits a crime and is taken into custody or jailed?

The chaperone must promptly notify the student’s emergency contact. This notification should include any details of the arrest, along with contact information for the facility in which the student is being detained.

The chaperone must also submit an incident report to include any information that they know about the incident. The report should include the following information:

- Names of individuals involved, to include student ID number and any additional contact information
- Description of the incident, including date, time, and any other relevant details
- Names and contact information of any witnesses
- Location where the incident occurred
- Actions taken in response to the incident (if any)

6. What procedures should be followed if a student is suspected of being under the influence of alcohol or drugs?

If a student is suspected of being under the influence of drugs or alcohol, the chaperone should first prioritize the student’s safety. The following steps should be taken:

- Assess the students’ condition. **If there are signs of a medical emergency, contact emergency services right away.** Should emergency services be initiated, notify the student’s emergency contact.
- Remove the student from the activity. The student should not be allowed to participate in activities while under the influence. This includes activities that involve equipment, travel, and public interactions.
- A chaperone should be designated to stay with the student until they are stable and safe.

Once the above steps have been taken, the chaperone must submit an incident report to include any information that they know about the incident.

The report should include the following information:

- Names of individuals involved, to include student ID number and any additional contact information
- Description of the incident, including date, time, and any other relevant details
- Names and contact information of any witnesses
- Location where the incident occurred
- Actions taken in response to the incident (if any)

7. In the event of a student conduct issue during the field trip, how should it be handled, and who needs to be notified upon return?

The chaperone must address the behavior promptly, notifying the student of why the behavior is inappropriate and directing them to stop immediately. The chaperone must also notify the student that a conduct report will be submitted.

The report shall include the following information:

- Names of individuals involved, to include student ID number and any additional contact information
- Description of the incident, including date, time, and any other relevant details
- Names and contact information of any witnesses
- Location where the incident occurred
- Actions taken in response to the incident (if any)

8. What is the path of travel for students who require accommodation?

When planning field trips or off-campus activities, it is essential to ensure that *the path of travel* is accessible for students with mobility-related disabilities. The **path of travel** refers to the continuous, unobstructed route a student uses to move through an environment, including parking areas, drop-off points, entrances, walkways, ramps, elevators, seating areas, restrooms, and any locations included in the activity or itinerary.

This applies to students who use wheelchairs, walkers, mobility scooters, knee scooters, or other mobility devices.

Once it is known that a student with a mobility disability will be participating, the trip coordinator should proactively contact the venue or site to confirm that all intended routes of travel are accessible.

If any portion of the planned route is not accessible, adjustments must be made in advance to provide an equivalent, accessible experience. The goal is to ensure that students with disabilities can fully participate without barriers or the need for last-minute modifications.

9. What is the policy regarding participants who want to drive themselves?

District transportation is always the highly preferred method of travel and may be required for some activities. For overnight and out-of-state travel, it is a requirement that all participants use District transportation.

10. What procedures must be followed when a student is involved in a car accident?

The following procedures should be taken in case of car accidents:

- Stop at once and warn other motorists by using car lights, flares, or a flashlight. Move to a safe location, if possible.
- Call 911. Summon the ambulance if anyone is injured.
- Exchange information with involved parties (drivers, vehicles, witnesses).
- Obtain the license number and state of registration of the other vehicle(s).
- Take pictures of all vehicles involved from different angles.

- Notify your supervisor and Risk Management of the collision immediately. Notify parent/guardian if minors are involved.
- Do not discuss the accident with anyone other than the police authority, your employer, or supervisor.

Please see the Vehicle Safety Plan for additional details and forms.

11. What should be done if transportation breaks down?

Keep all participants in a safe, supervised location. Contact transportation provider (e.g., bus company) and District administration/Risk Management. Implement contingency plans (replacement transportation, adjusted schedule, etc.). Avoid informal transportation solutions (such as ride-share) unless explicitly approved by the District.

12. How do we handle room situations?

- Couples
- Unique room preferences
- Transgender students

Room assignments are made by the event coordinator/department in a manner consistent with the District's nondiscrimination policies. Participants may submit preferences, and reasonable efforts will be made to accommodate them; however, assignments are not guaranteed.

13. What is the minimum number of hours a student must participate in a field trip to qualify for meal provision?

There is no required minimum duration. However, if students are off campus between 7:00 a.m. and 7:00 p.m., they may be provided with breakfast, lunch, and dinner, in accordance with the same guidelines that apply to staff. For example, if a field trip departs campus at 1:00 p.m. and returns by 5:00 p.m., meals are not necessary.

14. If a waiver is not submitted, is a photocopy of a waiver acceptable?

No, per HR. It must be an original copy.

15. What is the best way for a chaperone on an overnight trip check that students are in their rooms?

Chaperones are expected to set expectations early, prior to the trip. This requires informing students of trip expectations, room assignments, curfew times, and consequences for non-compliance.

At curfew the following steps should be followed:

- Chaperone should go room to room to conduct a standard room check to confirm that all students are in the room.
- Maintain a system for ongoing supervision. This may involve a group-messaging app, text communications, and physical checks.
- If a student is not in their room or violates curfew, the chaperone must follow through with the stated consequence for non-compliance.

The chaperone must also submit an incident report to include the following information:

- Names of individuals involved, to include student ID number and any additional contact information
- Description of the incident, including date, time, and any other relevant details
- Names and contact information of any witnesses
- Location where the incident occurred
- Actions taken in response to the incident (if any)

16. In the event of an emergency involving a minor, how can I notify a parent or guardian?

All chaperones should have access to emergency contact information (electronic or printed). In an emergency involving a minor, contact 911 first (if applicable). Then notify District administration/Risk Management and the parent/guardian as soon as practicable. Designate one chaperone responsible for parental communication to ensure consistency. Document the time of incident, time of parent notification, and who made the contact.

17. Can chaperones bring a family member, friend, or guest on a field trip?

No. Family members, friends, and other guests who are not approved participants or designated chaperones are not permitted to attend field trips. This helps ensure proper supervision, liability coverage, and compliance with District safety and risk management requirements.

APPENDIX A:

EMERGENCY PROCEDURES

Calling 911 on a Field Trip

Remain calm. Dial 911 (access an outside line if needed). Provide:

- Your name and callback number
- Exact address or location of the incident
- Nature and severity of the injury or illness
- Student's name and location within the site
- Name of the person who will meet emergency services

Wait until the dispatcher ends the call. If a student must be released to a parent or guardian during the trip, contact campus to verify the authorized adult's identity and obtain a signature on the permission slip.

APPENDIX B:

Use this checklist to confirm chaperone responsibilities before, during, and after each trip.

[Download Chaperone Checklist and Expectations »](#)

Chaperone Checklist & Expectations

Before the Trip

- ☐ Review trip itinerary, schedule, and learning objectives
- ☐ Receive copies of liability waivers and ensure emergency contact information received for each participant
- ☐ Identify students with approved accommodations (as applicable)
- ☐ Review Field Trip Handbook and Vehicle Safety Plan (if using District vehicles)
- ☐ Confirm transportation details (departure times, locations, contacts)
- ☐ Confirm lodging arrangements (if overnight trip)
- ☐ Make/receive list of room assignments (if applicable)
- ☐ Save key contact numbers:
 - Trip lead/faculty/departments coordinator
 - Designated emergency contact or Risk Management
 - Hotel or venue

At Departure

- ☐ Arrive 30 minutes early and be identifiable to students
- ☐ Conduct roll call using official roster
- ☐ Confirm all students have submitted completed Liability Waivers (including emergency contact information) and required forms (if applicable)
- ☐ Review expectations with students regarding behavior and conduct, timeliness, communication during the trip, and any other important topics

During Travel / Activities

- ☐ Keep track of assigned students (if groups are divided)
- ☐ Be accessible and responsive to student questions or concerns
- ☐ Monitor for safety issues, illness or injury, and behavior concerns
- ☐ Reinforce expectations as needed
- ☐ Do not leave students without coverage by a chaperone or faculty member

Overnight Trips (if applicable)

- ☐ Be familiar with room assignments
- ☐ Be available for housing-related concerns or conflicts
- ☐ Do not enter student rooms alone unless necessary for safety/emergency
- ☐ Maintain professional boundaries at all times
- ☐ Address issues promptly regarding roommate conflicts, disruptive behavior, or safety concerns
- ☐ Know how to contact hotel/security if needed

End of Day / Return

- ☐ Conduct headcount before departure from each location
- ☐ Confirm all students return safely (final drop-off or lodging)
- ☐ Report any concerns or incidents to department/Risk Management

After the Trip

- ☐ Submit incident reports (if applicable)
- ☐ Provide feedback to trip lead about what worked well and/or what could be improved

APPENDIX C:

FIELD TRIP PLANNING CHECKLIST

Six Weeks Before

- ☐ Field Trip Request Form submitted and approved
- ☐ Confirmed compliance with District Field Trip Policies ([AP 4300](#))
- ☐ Dean/District pre-approval obtained in writing
- ☐ Board approval obtained (overnight and out-of-state trips)
- ☐ Funding source confirmed
- ☐ Accessible transportation confirmed; ADA site compliance verified
- ☐ DPS notified for trips with enrolled students requiring accommodations (overnight trips)

One Month Before

- ☐ Transportation confirmed (including lift-equipped bus if needed)
- ☐ Signed permission/consent forms collected from all students
- ☐ Student roster created with emergency contact information
- ☐ Medical/accommodation needs confirmed for all participants
- ☐ Chaperone contact list distributed to all trip personnel
- ☐ Copy of student roster (with IDs) left with school office

Day of the Trip

- ☐ Roll taken; headcount confirmed before departure
- ☐ Bus driver name, bus number, and dispatch phone number recorded and shared
- ☐ Emergency procedures, reunion point, and group check-in plan reviewed with all participants
- ☐ Headcounts conducted at site arrival, during transitions, and before return departure

After the Trip

- ☐ All trip paperwork filed and retained
- ☐ Site information and notes shared with future trip coordinators as applicable

References: AP 4300 Field Trips and Excursions / Government Code 11139.8 / Title 5 § 55220 / ADA / Section 504

APPENDIX D:

[Download Instructional Authorization Request »](#)



INSTRUCTIONAL FIELD TRIP AUTHORIZATION REQUEST

Originator: _____ Date of Trip: _____

Course Title: _____ Section(s) #: _____

Regular Meeting Time(s): _____

Purpose of Trip: _____

Destination (be specific): _____

Additional Destination: _____

Class Requirement: ☐ If so, please attach a copy of the syllabus and highlight portion that shows it is a requirement, along with the alternate assignment offered in case a student is unable to participate in the field trip.)

If not on the syllabus, waivers are mandatory.

Cultural Enrichment: ☐ Optional for students. Will not affect students' grades if they do not attend field trip.

Is transportation needed? Type of Transportation: ☐ Bus ☐ District Vehicle

☐ Yes ☐ No

If yes, please complete a Transportation Request on-line at: [Transportation Request](#)

Are there any costs associated with this trip? (Food, transportation, lodging, etc.)

☐ Yes, provide funding source(s): _____

☐ No

Do you have any students that require accommodations?

☐ Yes ☐ No

It is recommended that the alternate assignment be free for students.

Signed (Originator): _____ Date: _____

Approved (Dean): _____ Date: _____

Approver Notes: _____

**** Students must be enrolled in a Chaffey College section to participate in field trips ****

3/2026

APPENDIX E:

[Download Student Services Authorization Request »](#)



STUDENT SERVICES FIELD TRIP AUTHORIZATION REQUEST

Originator: _____ Date of Trip: _____

Department: _____

Purpose of Trip: _____

Destination (be specific): _____

Additional Destination: _____

Is transportation needed? Type of Transportation: ☐ Bus ☐ District Vehicle

☐ Yes ☐ No

If District Vehicle, please complete a Transportation Request on-line at: [Transportation Request](#)

Are there any costs associated with this trip? (Food, transportation, lodging, etc.)

☐ Yes, provide funding source(s): _____

☐ No

Do you have any students that require accommodations?

☐ Yes ☐ No

Signed (Originator): _____ Date: _____

Approved (Dean): _____ Date: _____

Approver Notes: _____

**** Students must be enrolled at Chaffey College to participate in field trips ****

3/2026

APPENDIX F:

[Download Rooming Questionnaire »](#)

Rooming Questionnaire

(Overnight Field Trip)

This form is confidential and will be used solely for coordinating room assignments for the activity/event

_____ **(Activity/Event Title)** on

_____ **(Dates)**. *Information will only be accessed by designated Chaffey*

College staff.

Student Information

Name: _____ Student ID: _____

Phone: _____ Email: _____

Roommate Request (Optional)

I would like to room with: _____

Has this person also requested you? ☐ Yes ☐ No ☐ Not sure

General preferences: _____

Reasonable efforts will be made to accommodate preferences, but not all requests are guaranteed.

Gender and Rooming Preferences (Optional)

This section is optional. You may skip any question. Responses are confidential and used only to support respectful and inclusive arrangements.

Gender identity (optional): _____

I would prefer to share a room with: ☐ Women ☐ Nonbinary individuals

☐ Men ☐ No preference

I would be most comfortable in: ☐ Shared room ☐ Single room *(if available; may involve*

☐ Either is fine *additional cost)*

Accessibility & Accommodation Needs (Optional)

Do you have any needs (medical, mobility, disability-related, etc.) we should consider when making your room assignment? *Note: You may also contact DPS directly for formal accommodations.*
