

SAN JOAQUIN DELTA COLLEGE
WAIVER OF CLAIMS (FIELD TRIP) FORM GUIDELINES

The District Administrative Policy and Procedure 4300 defines a curricular field trip as a meeting of a class outside of its regularly scheduled meeting time and place for purposes of instruction. A Waiver of Claims and Consent to Treatment (AP 4301) should be furnished to each student a week in advance by the faculty member conducting the field trip.

The Waiver of Claims and Consent to Treatment or Field Trip Form has been modified and posted to the Contracts web page, to facilitate the completion and electronic distribution and to replace the existing 3-part NCR hard copy form. It is not intended to replace the procedure identified in AP 4300.

DISTRIBUTION OF ELECTRONIC FORM

1. Faculty or staff member must complete the electronic waiver of claims or field trip form with the field trip information. The electronic form is located in the following web site:
<http://www.deltacollege.edu/dept/purchasing/contracts.html>
2. Print the necessary forms for students to complete their portion.
3. Collect all the forms and scan them as a batch, using the DocSend scanners located throughout campus.
4. For weekend field trips, the DocSend scanner located in the Campus Police Department may be used to scan the forms.
5. Email the batch of forms to the respective Division Office with a copy to the Contracts Office at **contracts@deltacollege.edu**. The faculty or staff member automatically receives a copy of the information for their records.
6. The copy of the form retained by the faculty or staff member will be submitted to the Administrative Services Office immediately upon return from the trip, as indicated in AP4300, Section B(6).
7. This waiver of claims or field trip form does not apply to the student athletes. They have a separate packet with other requirements that must be followed.