



LOS ANGELES COMMUNITY COLLEGES

CITY • EAST • HARBOR • MISSION • PIERCE • SOUTHWEST • TRADE-TECHNICAL • VALLEY • WEST

ADMINISTRATIVE OFFICES

**Los Angeles Community College District
Risk Management
Request for Field Trip Insurance Rider**

Are these Los Angeles Community College District Students? If not, who are the students participating in the field trip?

College: _____

Program: _____

Instructor : _____

Event: _____

Event Date: _____

Event Time: _____ a.m. to _____ p.m.

Participants: _____ No. of Chaperones

_____ No. of Students

Transportation: _____

If a certificate of insurance is also to be issued, please provide the following information (if available a copy of an agreement):

Agency Name: _____

Agency Address: _____

Contact Person: _____

Fax and Telephone Number: _____

Insurance Requirement(s): _____

Date Certificate of Insurance is needed by the agency: _____



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Submit all requests for field trip riders/insurance coverage on this form to:

**Sherry D. Beloney Hatcher
Risk Management
District Office, 3rd Floor
(213) 891-2490 (Fax) or via Courier Mail**

Please feel free to direct any questions to Sherry at (213) 891-2330 or Toni Harrison at (213) 891-2231.

ALL REQUESTS FOR FIELD TRIP COVERAGE MUST BE SUBMITTED NO LATER THAN TWO WEEKS PRIOR TO THE REQUESTING AGENCY NEEDING THE CERTIFICATE OF INSURANCE OR PROOF OF COVERAGE. PLEASE NOTE ANY REQUEST FOR CERTIFICATES OF INSURANCE OR PROOF OF COVERAGE SUBMITTED LESS THAN TWO WEEKS PRIOR TO THE REQUESTING AGENCY NEEDING THE CERTIFICATE OR PROOF OF COVERAGE MAY NOT BE PROVIDED BY THE AGENCY'S DEADLINE.