

Procedures: Voluntary Activities Participation Forms

Completed forms to be retained in the division/department office for a period of 3 years

The Voluntary Activities Participation Form is required for:

1. Overnight trips (**also requires Board approval**)
2. Travel outside of Orange or Los Angeles County
3. Instruction, student activities, club activities, field trips with inherent risks; i.e., activities that pose a greater risk than a regular activity or field trip and have a greater chance of a student/participant getting hurt. These include, but are not limited to, the following:

Baseball	Gymnastics	Soccer
Basketball	Hiking	Strength Training
Bicycling	Martial Arts (Judo/Karate, etc.)	Surfing
Cheerleading	Rock Climbing	Swimming
Diving	Rugby	Track
Football	Scuba Diving	Water Polo
Golf	Snow Skiing	Water Skiing
Beach or mountain trips		Wrestling
Theater classes/activities (rehearsals and performances)		
Miscellaneous/Other Programs as Needed		

4. Trips that include guests (**also requires Board approval**)

Only on specially Board approved events, on a very limited basis, are guests allowed to ride in District-provided transportation. The staff member responsible for the trip must obtain a signed Voluntary Activities Participation (Guest/Participant) Form from each guest prior to the trip departure.

The Voluntary Activities Participation Form is not required:

If the activity poses no more danger than going to school

For regular approved field trips where students drive themselves and the class/activity convenes at the site in Orange or Los Angeles County

When using District transportation (bus) for travel in Orange or Los Angeles County (example History and Appreciation of the Theater class)

Participant Request for Permission to Travel to Off-Campus Activity (“Trip”) Independently and Agreement to Hold Harmless and Indemnify

This form is to be used when a student wants to drive his/her own private vehicle or other means of transportation to travel independently to and from an activity off-campus (field trip, speech team, etc.) rather than traveling in District transportation (commercial bus). Once the form is filled out and signed by the student, it needs an administrator’s signature to approve it. The signature of the dean of the area would be sufficient. If the off-campus activity has inherent risk and/or is overnight, then the Voluntary Activities Participation Form must also be completed.