

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT FIELD TRIP REQUEST (Las Positas College)

Print Form

INSTRUCTOR NAME: Timothy Heisler

DIVISION/AREA: ALSS

COURSE TITLE AND NUMBER: Speech 48

SECTION(S): V01

DESTINATION: Intercontinental Hotel in Vienna Austria
PLACE OR FIRM

JOHANNESGASSE 28
STREET ADDRESS

VIENNA, 1030, AUSTRIA
CITY OR AREA

PURPOSE (Be Specific) International Forensics Association Championship Speech & Debate Tournament. This tournament is held on the premises of the Intercontinental Hotel. 5-day tournament with travel days built in on each end of the competition.

DEPARTURE DATE: Friday March 11 2016 7:00 a.m.
Day of the Week Month Date Year Time am/pm

ESTIMATE RETURN: 4:00PM, 03/19/2016
(TIME) (A.M.-P.M) (AND DATE)

ASSEMBLY POINT:

Las Positas

Chabot

Destination

Other (identify) SFO Airport

ESTIMATED NUMBER OF STUDENTS: 8

TYPE OF TRIP

CHECK ONE

Class I (On Campus)

Class II (In District)

Class III (Out-of-District)

Class IV (Out-of-State)

CLASS I - Field trips are **ON-CAMPUS** activities limited to College campus. Authorization is granted through the administrator in charge.

CLASS II - Field trips are **IN-DISTRICT** activities off campus, but limited by boundaries of the Chabot-Las Positas Community College District (Castro Valley, Hayward, San Leandro, San Lorenzo, Union City, Livermore, Pleasanton, Dublin and Sunol).

CLASS III - Field trips are **IN-STATE, OUT-OF-DISTRICT** activities extending outside boundaries of the Chabot-Las Positas Community College District. Requests must be submitted at least **ONE MONTH** prior to the date of the trip.

CLASS IV - OUT OF STATE, activities conducted outside the state of California. Requests must be submitted at least **SIX WEEKS** prior to the date of the trip.

VEHICLE NEEDED*: Van (15 passenger) Bus (25 passenger) Rental Vehicle Other (District Vehicle)

***Check Box if a District Vehicle/Gas Card Request Form has been submitted to M&O Dept.:**

Sept 10, 2015
(DATE)

Timothy W. Heisler
(INSTRUCTOR SIGNATURE)

[Signature]
DIVISION DEAN
9-8-15
(DATE)

APPROVAL

R. B...
VICE PRESIDENT
9/16/15
(DATE)

PRESIDENT (Class III & IV)
(DATE)

Account Number Foundation Acct (Forensics Program) # 061507
Co-curricular Acct 953030-39340-4320

1. Rescheduling of field trip from approved date indicated above must be approved by the Office of Academic Services.
2. Requests for chartered bus transportation will be confirmed by the Office of Administrative Services.
3. Arrangements for van transportation shall be made by instructor with Maintenance & Operations Department.
4. A college first aid kit must be in the possession of the instructor while on a field trip.

Reset Form

ATTACHMENT IV

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

VOLUNTARY ACTIVITY WAIVER, RELEASE & INDEMNITY AGREEMENT

For and in consideration of permitting _____ (name of participant) to enroll in and participate in *International Forensics Association Tournament, scheduled in Vienna, Austria, March 2016 (departing March 11, 2016 and returning March 19, 2016) and class instruction of Speech 48 (Activities in Forensics) given by Las Positas College in the City of Livermore, County of Alameda, State of California*, the undersigned hereby voluntarily releases, discharges, waives and relinquishes any and all actions or causes of action for personal injury, property damage or wrongful death occurring to him/herself arising as a result of engaging or receiving instructions in said activity or any activities incidental thereto wherever or however the same may occur and continue, and the undersigned does for him/herself, his/her heirs, executors, administrators and assigns hereby release, waive, discharge and relinquish any action or causes of action, aforesaid, which may hereafter arise for him/herself and for his/her estate, and agrees that under no circumstances will he/she or his/her heirs, executors, administrators and assigns prosecute, present any claim for personal injury, property damage or wrongful death against the *Chabot-Las Positas Community College District* or any of its officers, agents or employees for any of said causes of action, whether the same shall arise by the negligence of any of said persons, or otherwise.

It is the intention of _____ (participant) by this instrument, to exempt and relieve *Chabot-Las Positas Community College District* from liability for personal injury, property damage or wrongful death caused by negligence.

The undersigned, for him/herself, his/her heirs, executors, administrators or assigns, agrees that in the event any claim for personal injury, property damage or wrongful death shall be prosecuted against *Chabot-Las Positas Community College District*, he/she shall indemnify and save harmless the same *Chabot-Las Positas Community College District* from any and claims or causes of action by whomever or wherever made or presented for personal injuries, property damage or wrongful death.

The undersigned acknowledges that he/she has read the foregoing Waiver of Liability Notice and the foregoing three (3) paragraphs, has been fully and completely advised of the potential dangers incidental to engaging in the activity and instructing of Speech 48 (Activities in Forensics), and is fully aware of the legal consequences of signing the within instrument.

Signature (Participant)

Date

Signature (Witness)

Date

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
Foreign Travel Agreement

Name on Passport: _____

Passport Number: _____ Expiration Date: _____

The undersigned has voluntarily enrolled in the Las Positas College *Speech 48 (Activities in Forensics) course, Fall Semester 2015 involving foreign travel, March 11 through March 19, 2016*. I understand and agree to all of the following:

- Travel to any foreign country may involve changes in plans, unexpected delays, and limited access to some services;
- I am subject to the laws of the country visited;
- The College cannot be held responsible or accountable for the actions of a foreign government or its representatives;
- By their very nature, the use of transportation, housing, food and other goods and services or activities in connection with participation in this program and tour carries a risk of personal injury, property loss, or both, to participants. In spite of these risks, I wish to participate in the course and tour, and assume the liability and responsibility for any and all potential risks that may be associated with participation in the program;
- I agree to release and discharge the district, its officers, employee and agents from liability for injury, damage or loss of any kind, that may arise in any way or for whatever reason out of participation in the course and tour;
- After my airline ticket has been issued, it is non-refundable;
- The payment for the trip is non-refundable as of 30 days prior to the scheduled departure date unless the district cancels the trip;
- The district reserves the right to cancel the trip or my participation in the trip, at its discretion and at any time, as long as all money paid to the district by me for the trip is refunded;
- I have *no* known medical condition that would risk my health or safety by my participating in the course and tour;
- Pursuant to California Code of Regulations, Subchapter 5, Section 55450, by participating in this field trip/excursion, I am deemed by law to have waived any claims against the district for injury, accident, illness or death occurring during or by reason of this trip;
- I am expected to follow all applicable board policies that may apply to the course and trip, and adhere to the student code of conduct.

I have read, understand and agree to all of the above.

Signed: _____ Date: _____



Date: September 10, 2015

To: Barry Russell, President of Las Positas College
Roanna Bennie, Vice President of Academic Services
Don Miller, Dean of Arts, Letters & Social Science

From: Timothy Heisler, Director of Forensics

Re: Forensics – International Travel

The 2015/2016 Forensics Team is planning (with permission!) to attend the prestigious International Forensics Association (IFA) Tournament, scheduled to be held in Vienna, Austria from March 11-19, 2016.

The Las Positas College Talk Hawks have participated in this competition six times in the past:

- 2006 in Prague, Czech Republic
- 2007 in Buenos Aires, Argentina
- 2009 in Montreal, Canada
- 2012 in Rome, Italy
- 2013 in Antwerp, Belgium
- 2014 in Paris, France
- 2015 in Barcelona, Spain

In 2006 and 2009 LPC had the International Champion in Informative Speaking. In 2007 LPC finished as the top two-year institution at the tournament. In 2009 LPC finished 2nd Place overall at the competition. Last year we finish in **3rd place** amongst all schools in Individual Event competition and **6th place overall** when debate scores are also calculated.

The purpose of this trip is to expose our students to the highest caliber of competition from both the United States as well as foreign institutions. We are ready for the challenge. It has been our experience that the learning and cultural exposure that comes from participation at these international competitions far outweighs the educational opportunities that are provided from similar tournaments held here in the Bay Area. Typically the best Forensics Programs in the country attend this event so this is also an opportunity for Las Positas College to be exposed and showcased to the top speech and debate institutions around the world. Last year our top competitor, Katie Lai, was awarded a scholarship to attend George Mason University as a direct result of her participation (and success) at this tournament.

Presently, the students and coaches are planning to pick up all of the costs for the transportation that will be associated with this trip. The current airfare rates are \$1200 for a round trip ticket and we'll need approximately \$100 more for shuttle and transportation services once in Vienna. This will be paid for by the individual participants. We plan to use the Forensic Team's co-curricular funds for lodging expenses, entry fees and a team meal after the tournament – as they would be used for any stateside competition.

It is projected that the amount of money that will ultimately be spent from our co-curricular funds will be almost equivalent to what would be spent at the State Championship Tournament, the competition that we are replacing with the IFA trip.

We continue to actively seek donations from local clubs, organizations, family members and friends. We'll be having a Speech and Story Night fund-raising event in December (\$12.00 per person charge). Sadly, because our budget has still not been restored to the level it was at pre-budget-crisis, we may also have to seek assistance from various campus organizations as needed. All raised money will be used to help offset our costs for both the IFA tournament AND our National Championship Tournament held in Costa Mesa, CA in April, 2016.

Currently we have not been provided a budget. However, between the \$15,570 that we received from co-curricular funds last year, the ~\$4,000 that exists in our current Foundation account, and the fund-raising activities that we have planned, we fully expect to be able to cover the operational expenses for our International Tournament. And again, the students and coaches will be paying \$1200 out of their own pocket to get themselves on the airplane and travel to the hotel.

Additionally, Jim Dobson and I are officers in the IFA organization. Our attendance is necessary. For many of our students this is an opportunity of a lifetime. They are willing to make the sacrifice of fronting their own money to cover a majority of the expenses that are associated with this tournament. Our continued fund-raising efforts will help to alleviate some of that personal sacrifice.

Please contact me further if there are additional questions/concerns regarding this trip. It is our hope/desire/goal to embody Las Positas College at the highest level of Forensics Competition and give nothing less than the highest quality of representation.



INTERNATIONAL FORENSICS ASSOCIATION

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[Clark D. Olson](mailto:Clark.Olson@asu.edu)
Vice President
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August 13, 2015

Forensics Friends:

The 26th Annual International Forensics Association (IFA) will be held in Vienna, Austria in March 2016. Competitors, coaches and friends of the IFA are welcome! We will continue our traditional goal of providing a competitive tournament outside of the United States, while providing wonderful opportunities to experience diverse cultures, exceptional architectural & artistic wonders, and sample culinary delights.

The tournament will be held on Monday, March 14, and Tuesday, March 15, 2015. We have reserved a block of rooms for the entire week and we have added additional rooms for those traveling earlier or later. (Travel information is included on the next pages) Our International Liaison, Tim Heisler, is working to include a special dinner reception for awards. That said there might be a small additional fee per person for the ceremony.

For the past five years, all participants have arranged for their own travel. With the advent of the Internet, there are no incentives offered by airlines. We do *strongly* request that all participants book their hotel space through the IFA website link that is listed in the travel section of this letter. Our rate includes an American breakfast, internet and all applicable taxes. The rate you are charged will be less than any that you may find online. Should there be a large shift in currency exchanges, we can negotiate with our representative at the hotel to adjust the rates. We cannot provide that service for those who do not book through our site.

Every school is responsible for a competition room in the hotel at the rate of 1 room per 10 entries. While you may find better rates nearby at an inferior hotel, in order to keep the tournament affordable for all schools to attend, we strongly advise that you make reservations at the tournament hotel. It is unfair for some schools to subsidize the costs of the tournament while others do not. While we appreciate the budget constraints that nearly all schools have, we have worked diligently to find a hotel that is affordable for all. In order to continue the IFA, if a substantial number of contestants do not use the tournament hotel, we will be forced to change our per slot room requirement and/or increase the per person fee for those not staying at the hotel. We cannot stress the importance of this for the sustained viability of the tournament.

Two final notes: Last year we re-established our affiliation with the National Communication Association (NCA.) Part of our agreement includes that our Officers remain current with their membership. NCA also encourages all participants to attend the NCA Convention (this year marks their 101 year Anniversary and will be held in Las Vegas) and to keep current with your membership. If you are attending NCA, please make every effort to attend our Business meeting. Please also note that our travel agent, Ms. Jill Kraatz of Experient

has booked a block of rooms for IFA and for anyone that may be attending with you at an EXCELLENT rate of \$128 plus tax at the Paris hotel. I will provide a link for booking rooms, however if you are planning for NCA now, please contact Jill directly at jill.kraatz@experientselect.com

We expect a large tournament in Vienna; the inquiries so far have been tremendous. We hope that you are able to join us for what we know will be a wonderful experience for all. Details for the hotel and our travel agent are included in the following pages of this letter. Come celebrate 26 years of the IFA with us in Vienna! Can't wait to see you there....

Best regards,

Barbara S. Baron ~ President for the IFA

Please see the following pages for Travel Details

See the attachments for travel forms and links for things to do in Vienna.