

# REQUEST FOR TRIP APPROVAL

( ) DAY TRIP OUTSIDE LOS ANGELES, VENTURA, ORANGE AND RIVERSIDE COUNTIES (East of I-215)  
 OVERNIGHT / OUT-OF-STATE TRIPS

REQUESTS SHALL BE SUBMITTED IN WRITING 30 DAYS PRIOR TO THE TRIP DATE (DAY TRIPS) AND SUBMITTED 45 DAYS IN ADVANCE OF OUT-OF-STATE TRIPS / OVERNIGHT TRIPS (REGARDLESS OF DESTINATION) AND SHALL INCLUDE THE NAMES OF ALL DISTRICT-APPROVED SUPERVISORS. TRIP APPROVAL REQUESTS THAT ARE INCOMPLETE OR ARE SUBMITTED AFTER THE DEADLINE FOR SUBMISSION WILL BE DENIED, WITH THE EXCEPTION OF CIF PLAYOFF COMPETITION. ANY CHANGES TO THE INFORMATION PROVIDED ON THIS REQUEST FOR TRIP APPROVAL MADE AFTER THE FORM IS SUBMITTED MUST BE SENT IN A WRITTEN MEMORANDUM TO THE SUPERINTENDENT'S OFFICE PRIOR TO THE TRIP.

DATE OF REQUEST: 5/5/17 SCHOOL: Valencia  
GROUP: Girls Tennis Team ADVISOR/COACH: Annie Kellogg  
TRIP DAYS/DATES: Sept. 7-9, 2017 DEPARTURE TIME: 1pm RETURN TIME: 9pm  
DESTINATION: Golden State Tennis Classic, Stanford University  
METHOD OF TRANSPORTATION: Parents driving their own students

\*IF METHOD OF TRANSPORTATION IS BY BUS, CHECK THE FOLLOWING: ( ) SCHOOL BUS - LEVEL(S) \_\_\_\_\_ ( ) CHARTER BUS - LEVEL(S) \_\_\_\_\_

Transportation for day trips outside Los Angeles, Ventura, Orange, Riverside (east of I-215) Counties may not be made by private or rental vehicles. All School Bus, Charter and SPAB Transportation for any trip inside the State of California must be made through the District Transportation Department. Groups traveling out of state shall ensure that utilized transportation meets the legal requirements for the transportation of pupils outside of California. All charter bus reservations must be paid for by the group and will not be funded by the District, with the exception of CIF semi-finals, where the school will pay any costs above the funding for a regular school bus. The District will pay the full cost of charter buses for CIF Finals contests.

PURPOSE OR JUSTIFICATION FOR TRIP: Golden State Tennis Classic Invitational

HOW MANY DAYS/PERIODS WILL STUDENTS BE ABSENT? 1 DAYS OR \_\_\_\_\_ PERIODS

ACCOMMODATIONS (Include complete address): Courtyard Marriott, 4320 El Camino Real, Los Altos, CA 94022

NUMBER OF SUBSTITUTE TEACHERS REQUIRED: 1 substitute(s) for 1 DAYS OR \_\_\_\_\_ PERIODS

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: #43 - Athletics

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

(X) TRANSPORTATION: Parents driving their own students

(X) LODGING & OTHER: Fundraising

NUMBER OF STUDENTS PARTICIPATING: Male: 0 Female: 13 Total: 13

CERTIFICATED GROUP LEADER: Annie Kellogg CELL PHONE: \_\_\_\_\_

A minimum of two supervisors is required per bus. For overnight and out-of-state trips, a ratio of 1 supervisor per 12 students is required. Where the student group is co-ed, both male and female supervisors shall accompany the group. (Indicate supervisors' status: asterisk (\*) for certificated employees; plus sign (+) for classified or other employee of the District, and number sign (#) for persons that will transport students).

NAME(S) OF MALE SUPERVISORS: Greg DeMoustes

NAME(S) OF FEMALE SUPERVISORS: \*Annie Kellogg, Jennifer Azevedo, Lauren Wolf

Site Administrators shall consider adherence to Board Policies relative to transportation, supervisors, the impact of student absences from class, and the need for substitutes when approving a trip. Expenses for trips must be borne by the school or group taking the trip with the exception of CIF playoff competition or league affiliated trips.

Site administrator verification that supervisors have been cleared: \_\_\_\_\_ Date: 5/8/17  
Principal: [Signature] Date: 5/8/17  
Superintendent: [Signature] Date: 5/8/17  
Governing Board (if required): \_\_\_\_\_ Date: \_\_\_\_\_

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DATE OF REQUEST: 5/1/17 SCHOOL: West Ranch High School  
GROUP: FBIA ADVISOR/COACH: Bill Hughes  
TRIP DAYS/DATES: 6/23-6/24/17 DEPARTURE TIME: 6/23 6AM RETURN TIME: 6/24 6pm  
DESTINATION: FBIA Summit Redwoods HS.  
METHOD OF TRANSPORTATION: Parents will transport only their own student

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PURPOSE OR JUSTIFICATION FOR TRIP: Leadership Training for Officers

HOW MANY DAYS/PERIODS WILL STUDENTS BE ABSENT? 2 DAYS OR 2 PERIODS

ACCOMMODATIONS (Include complete address): Fairfield Inn by Marriott, 140 S. Akes, Visalia, Ca 93291

NUMBER OF SUBSTITUTE TEACHERS REQUIRED: 0 substitute(s) for \_\_\_\_\_ DAYS OR \_\_\_\_\_ PERIODS

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: n/a

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

( ) TRANSPORTATION: n/a

( ) LODGING & OTHER: fundraising & donations.

NUMBER OF STUDENTS PARTICIPATING: Male: 2 Female: 0 Total: 2

CERTIFICATED GROUP LEADER: Bill Hughes CELL PHONE: \_\_\_\_\_

A minimum of two supervisors is required per bus. For overnight and out-of-state trips, a ratio of 1 supervisor per 12 students is required. Where the student group is co-ed, both male and female supervisors shall accompany the group. (Indicate supervisors' status: asterisk (\*) for certificated employees; plus sign (+) for classified or other employee of the District, and number sign (#) for persons that will transport students).

NAME(S) OF MALE SUPERVISORS: \* William Hughes

NAME(S) OF FEMALE SUPERVISORS: n/a

Site Administrators shall consider adherence to Board Policies relative to transportation, supervisors, the impact of student absences from class, and the need for substitutes when approving a trip. Expenses for trips must be borne by the school or group taking the trip, with the exception of CIF playoff competition or league affiliated trips.

Site administrator verification that supervisors have been cleared: [Signature] Date: 5/2/17

Principal: [Signature] Date: 5/13/17

Superintendent: [Signature] Date: 5/5/17

Governing Board (if required): \_\_\_\_\_ Date: \_\_\_\_\_

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DATE OF REQUEST: 4/26/17 SCHOOL: RIO NORTE JR. High  
GROUP: RIO NORTE ASB ADVISOR/COACH: MATTHEW SHERIDAN  
TRIP DAYS/DATES: 7/23 - 7/25/17 DEPARTURE TIME: 8:30 am RETURN TIME: 2:00 pm  
DESTINATION: CADA LEADERSHIP CAMP - U.C. S.B.  
METHOD OF TRANSPORTATION: Bus

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PURPOSE OR JUSTIFICATION FOR TRIP: LEADERSHIP TRAINING

HOW MANY DAYS/PERIODS WILL STUDENTS BE ABSENT? 0 DAYS OR 0 PERIODS

ACCOMMODATIONS (Include complete address): UCSB - SANTA BARBARA, CA. 93106

NUMBER OF SUBSTITUTE TEACHERS REQUIRED: 0 substitute(s) for 0 DAYS OR 0 PERIODS

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: N/A

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

TRANSPORTATION: ASB Leadership Funds

LODGING & OTHER: STUDENT DONATION (optional summer activity)

NUMBER OF STUDENTS PARTICIPATING: Male: 3 Female: 6 Total: 9

CERTIFICATED GROUP LEADER: MATTHEW SHERIDAN CELL PHONE \_\_\_\_\_

A minimum of two supervisors is required per bus. For overnight and out-of-state trips, a ratio of 1 supervisor per 12 students is required. Where the student group is co-ed, both male and female supervisors shall accompany the group. (Indicate supervisors' status: asterisk (\*) for certificated employees; plus sign (+) for classified or other employee of the District, and number sign (#) for persons that will transport students).

NAME(S) OF MALE SUPERVISORS: \*MATTHEW SHERIDAN, \*MARK OVERDEVEST

NAME(S) OF FEMALE SUPERVISORS: \*NICOLE TERRANOVA, \*KRISTIN TERRY/NICOLETTE PISTONE

Site Administrators shall consider adherence to Board Policies relative to transportation, supervisors, the impact of student absences from class, and the need for substitutes when approving a trip. Expenses for trips must be borne by the school or group taking the trip, with the exception of CIF playoff competition or league affiliated trips.

Site administrator verification that supervisors have been cleared: [Signature] Date: 5-1-17

Principal: [Signature] Date: 5-1-17

Superintendent: [Signature] Date: 5/5/17

Governing Board (if required): \_\_\_\_\_ Date: \_\_\_\_\_