## **REQUEST FOR TRIP APPROVAL**

( ) DAY TRIP OUTSIDE LOS ANGELES, VENTURA, ORANGE AND RIVERSIDE COUNTIES (East of I-215)  $(^{\rm X}$  ) OVERNIGHT / OUT-OF-STATE TRIPS

DATE OF REQUEST:	8/2/17		SCHO	SAUGUS	S HIGH					
SH	IS YEARBOO	K	30110				CHRIST	INA TOLISA	NO .	
GROUP:	Cont 15	17 0	017		ADVISOR/C					_
TRIP DAYS/DATES: _	Sept. 15		.UL /	]	DEPARTURE	Sent	:00 am	_ RETURN TIME:3	:00 pm , Sept.	17
DESTINATION:	ANAHEIM,	CA			riday	, bept	• 17	Sulday	, sept.	
METHOD OF TRANSF	PORTATION:	Parents	driving o	only their	own s	studen	t in pr	ivate vehic	cles	
*IF METHOD OF TRAN									400 000	
Transportation for day and SPAB Transportat that utilized transportat will not be funded by the full cost of charter bused PURPOSE OR JUSTIF HOW MANY DAYS/PE ACCOMMODATIONS NUMBER OF SUBSTIT FUNDING SOURCE FOR EXPLAIN HOW THE FOR TRANSPORTATION OF THE PORTAGE PROPERTY OF O	trips outside Los A tion for any trip insi tion meets the lega ne District, with the es for CIF Finals co FICATION FOR TR ERIODS WILL STUI (Include complete a TUTE TEACHERS OR SUBSTITUTE	ngeles, Ventura, de the State of Call requirements for exception of CIF ntests. Wa1s IP: Year DENTS BE ABSI address): D REQUIRED: TEACHERS: Teacher of Call Regular and Call Reg	Orange, Riverside California must be or the transportation semi-finals, when worth book Publ ENT?  ONE substantial	e (east of I-215) Co made through the on of pupils outsid e the school will pa Lishing Co NE DAYS LMS HOTEL stitute(s) for	ounties may District Trar e of Californi ay any costs  OMPANY  OR  ONE	not be madesportation ia. All char above the forestable works  TES, 6	e by private or Department. Of ter bus reserve unding for a re  hop for PERIODS  31 W. K	rental vehicles. All S Groups traveling out o ations must be paid fo gular school bus. The Leadership	School Bus, Ch f state shall er or by the group District will pa D/Design	narter nsure o and ny the
( ) TRANSPORT	TATION:				4		-	1,		_
XX LODGING &	OTHER: WAL	SWORTH P	HRLTSHTNO	1						
NUMBER OF STUDEN				emale: 2	То	tal:2				
CERTIFICATED GROUM A minimum of two sugroup is co-ed, both rising (+) for classific	upervisors is requi male and female s ed or other emp	ired per bus. F upervisors sha loyee of the D	or overnight and Il accompany the istrict, and nun	out-of-state trip group. (Indicat nber sign (#) fo	e supervis r persons t	1 supervis ors' statu that will tr	s: asterisk ( ansport stud	*) for certificated e dents).		
NAME(S) OF MALE SU	JPERVISORS:	IVA								_
NAME(S) OF FEMALE	SUPERVISORS: _	CHRI	STINA TOL	JISANO *						_
Site Administrators sha when approving a trip. Site administrator ver Principal:	Expenses for trips	must be borne b	y the school or gro	nsportation, super oup taking the trip,	visors, the in with the exc	npact of stu eption of C	dent absences F playoff comp	petition or league affiliation or league affiliation.  Date: $8-2-6$ Date: $8-2-6$	need for substite ated trips.	tutes
Governing Board (if req	quired):							Date:Revis	ed 3/2013	

## **REQUEST FOR TRIP APPROVAL**

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

DATE OF REQUEST: 8/5/1/ S	CHOOL: SAUGUS HIGH SCHOOL
GROUP: SAUGUS CROSS COUNTRY	ADVISOR/COACH: RENE PARAGAS/ KEVIN BERNS
TRIP DAYS/DATES: 9/28 - 10/1/17	DEPARTURE TIME: 7:00 am RETURN TIME: 1:00 pm
DESTINATION: Portland, Oregon	Thurs., 9/28 Sun., 10/1
METHOD OF TRANSPORTATION: Plane/Car (Dist	rict-Approved drivers) 70/from airport
	OWING: ( ) SCHOOL BUS – LEVEL(S) ( ) CHARTER BUS – LEVEL(S)
and SPAB Transportation for any trip inside the State of California mu that utilized transportation meets the legal requirements for the transp will not be funded by the District, with the exception of CIF semi-finals, full cost of charter buses for CIF Finals contests.	erside (east of I-215) Counties may not be made by private or rental vehicles. All School Bus, Charter st be made through the District Transportation Department. Groups traveling out of state shall ensure ortation of pupils outside of California. All charter bus reservations must be paid for by the group and where the school will pay any costs above the funding for a regular school bus. The District will pay the
PURPOSE OR JUSTIFICATION FOR TRIP: Participate inationally-ra	n Nike Portland Cross Country Invite to compete agains
HOW MANY DAYS/PERIODS WILL STUDENTS BE ABSENT?	Two DAYS ORPERIODS
ACCOMMODATIONS (Include complete address): Embassy S	Suites Portland Airport, 7900 NE 82nd Ave., Portland, O
NUMBER OF SUBSTITUTE TEACHERS REQUIRED: $\underline{TWO}$	substitute(s) for $\underline{\text{Two}}$ DAYS <b>OR</b> $\underline{97220}$ (503) 460-3000
FUNDING SOURCE FOR SUBSTITUTE TEACHERS: Cross C	Country ASB Trust/Booster Club
EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:	
(X) TRANSPORTATION: Cross Country E	Booster Club
(X) LODGING & OTHER: Cross Country E	Booster Club
NUMBER OF STUDENTS PARTICIPATING: Male: 9	Female:9 Total:18
	t and out-or-state trips, a ratio of 1 supervisor per 12 students is required. Where the student y the group. (Indicate supervisors' status: asterisk (*) for certificated employees; plus
NAME(S) OF MALE SUPERVISORS: RENE PARAGAS MARCUS GARRETT	* # /
KEVIN BERNS *	# 🗸
NAME(S) OF FEMALE SUPERVISORS:MTCAYLA_FRANK	IAN * #
Site Administrators shall consider adherence to Roard Policies relative	to transportation, supervisors, the impact of student absences from class, and the need for substitutes
	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: 8/10/17
Principal:	Date: 8-10-17
Superintendent: Tucker ragbule	Date: 8-14-17
Governing Board (if required):	Date: Revised 3/2013
	REVISED AZILIA

# 003020

### **REQUEST FOR TRIP APPROVAL**

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

DATE OF REQUEST: 8/1/17 SCHOOL: SAUGUS H	IIGH SCHOOL
GROUP: GIRLS' VARSITY VOLLEYBALL A	DVISOR/COACH: ZACHARY AMBROSE
TRIP DAYS/DATES: 10/13/17 - 10/14/17 DE	EPARTURE TIME: 9:00 AM RETURN TIME: 5:00 PM
DESTINATION: SAN DIEGO, CA	Fri.,10/13/17 Sat.,10/14/17
in private vehicles	of players driving only their own student
*IF METHOD OF TRANSPORTATION IS BY BUS, CHECK THE FOLLOWING: ( ) SCHOOL BU	
Transportation for day trips outside Los Angeles, Ventura, Orange, Riverside (east of I-215) Cou and SPAB Transportation for any trip inside the State of California must be made through the E that utilized transportation meets the legal requirements for the transportation of pupils outside will not be funded by the District, with the exception of CIF semi-finals, where the school will pay full cost of charter buses for CIF Finals contests.	District Transportation Department. Groups traveling out of state shall ensure of California. All charter bus reservations must be paid for by the group and any costs above the funding for a regular school bus. The District will pay the
PURPOSE OR JUSTIFICATION FOR TRIP: HUDL SO. CAL. VARSITY I	NVITATIONAL VOLLEYBALL TOURNAMENT
HOW MANY DAYS/PERIODS WILL STUDENTS BE ABSENT? ONE DAYS	ORPERIODS
ACCOMMODATIONS (Include complete address): HOLIDAY INN, 9335 Kea	
	NE DAYS OR(858) 695-2300
FUNDING SOURCE FOR SUBSTITUTE TEACHERS: GIRLS' VOLLEYBALL B	OOSTER CLUB
EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:	
(X) TRANSPORTATION: GIRLS' VOLLEYBALL BOOSTER CL	UB
(X) LODGING & OTHER: GIRLS' VOLLEYBALL BOOSTER CL	UB
NUMBER OF STUDENTS PARTICIPATING: Male: Female: 17	Total:17
CERTIFICATED GROUP LEADER: <u>ZACHARY AMBROSE</u> A minimum of two supervisors is required per bus. For overnight and out-of-state trips, group is co-ed, both male and female supervisors shall accompany the group. (Indicate sign (+) for classified or other employee of the District, and number sign (#) for	supervisors' status: asterisk (*) for certificated employees; plus
NAME(S) OF MALE SUPERVISORS: ZACHARY AMBROSE *	
/	
NAME(S) OF FEMALE SUPERVISORS: <u>JENNIFER NUA +</u>	
PAULA SCHIESSER #	
DEBRA HOLLERS #	
Site Administrators shall consider adherence to Board Policies relative to transportation, supervi when approving a trip. Expenses for trips must be borne by the school or group taking the trip w	
Site administrator verification that supervisors have been cleared:	Date: 8/2/2017
Principal:	Date: 8-2-2017
Superintendent: Cuglicult	Date:
Governing Board (if required):	Date:
	Revised 3/2013

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### **REQUEST FOR TRIP APPROVAL**

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

DATE OF REQUEST: SCHOOL: Valencia
GROUP: Girls Tennis Team ADVISOR/COACH: Annie Kellogg
TRIP DAYS/DATES: Sept. 15-16, 2017 DEPARTURE TIME: NOON RETURN TIME: 7pm
DESTINATION: Sager Hill School, 20402 Newport Coast Dr., Newport Coast, CA 9265
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: Tennis Tournament - Prep Caassic
HOW MANY DAYS/PERIODS WILL STUDENTS BE ABSENT? DAYS OR PERIODS
ACCOMMODATIONS (Include complete address): Marriott Newport Beach BayView, 500 Bayview Circle, Newport Beach, CA
NUMBER OF SUBSTITUTE TEACHERS REQUIRED: substitute(s) for DAYS OR PERIODS
FUNDING SOURCE FOR SUBSTITUTE TEACHERS:Athletics
EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:
(X) TRANSPORTATION: Private autos - parents
(X) LODGING & OTHER: Fundraising
NUMBER OF STUDENTS PARTICIPATING: Male: Female: 12 Total: 12
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).  Sign (*) OF MALE SUPERVISORS:  Greg DeMoustes
NAME(S) OF MALE SUPERVISORS: Greg Demoustes V
NAME(S) OF FEMALE SUPERVISORS: Annie Kellogg, Jen Azevedo
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:
Principal:
Governing Board (if required): Date: Revised 3/2013

Revised 3/2013

### **REQUEST FOR TRIP APPROVAL**

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

DATE OF REQUEST: 8/14/17	SCHOOL:	Valencia				
		ADVISOR/COAC	H: Chr	istine	Mocha	1.75
TRIP DAYS/DATES: 9/16/17 - 9/17/17						9pm
DESTINATION: Monterey Fairground	s, 2004 ]	airground	Rd.,	Montere	y, CA	93940
METHOD OF TRANSPORTATION: District a	pproved o	lrivers				
*IF METHOD OF TRANSPORTATION IS BY BUS, CHECK THE F						20
Transportation for day trips outside Los Angeles, Ventura, Orange and SPAB Transportation for any trip inside the State of California that utilized transportation meets the legal requirements for the triwill not be funded by the District, with the exception of CIF semi-fit full cost of charter buses for CIF Finals contests.	e, Riverside (east of I- a must be made throi ansportation of pupils nals, where the school	215) Counties may not bugh the District Transport outside of California. All will pay any costs abou	e made by pri- tation Departn II charter bus re the funding f	vate or rental ve nent. Groups tra reservations mu for a regular sch	hicles. All Schaveling out of s ast be paid for l ool bus. The Di	hool Bus, Charter state shall ensure by the group and
PURPOSE OR JUSTIFICATION FOR TRIP: To perf	orm in th	ne Monterey	y Jazz	Festiv	al	
HOW MANY DAYS/PERIODS WILL STUDENTS BE ABSENT?		AYS OR		RIODS		
ACCOMMODATIONS (Include complete address):Best	Western S	Salinas Mon	nterey	, 175 k	ern St	Salina
NUMBER OF SUBSTITUTE TEACHERS REQUIRED:0	substitute(s) fo	DA	YS OR			A 93905
FUNDING SOURCE FOR SUBSTITUTE TEACHERS:N	/A					
EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:						
(XTRANSPORTATION: fundraising						
( ) LODGING & OTHER: <u>fundraising</u>						
NUMBER OF STUDENTS PARTICIPATING: Male: 4	Female: _6	Total:	10			
CERTIFICATED GROUP LEADER: Christin  A minimum of two supervisors is required per bus. For over group is co-ed, both male and female supervisors shall according (+) for classified or other employee of the District,	rnight and out-of-sta npany the group. (I and number sign	ndicate supervisors' (#) for persons that	pervisor per status: aste will transpo	12 students is erisk (*) for ce rt students).	rtificated em	nployees; plus
NAME(S) OF MALE SUPERVISORS: *Andrew	Heath (GV	/), #Jim Ev	ans,	Scott M	locha_	
					/	
NAME(S) OF FEMALE SUPERVISORS: #*Christi	ne Mocha	#Kristin I	Evans,	#Carla	Belle	efeuille,
#Melissá Null						
Site Administrators shall consider adherence to Board Policies relawhen approving a trip. Expenses for trips must be borne by the so	chool or group taking			ff competition or		
Principal:				Date: J	8/11	5/17
Superintendent: 4949				Date: _	bjr	-   ' /
Coverning Board (if required):				Date:		

# 002898

#### 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. APPROVAL REQUESTS THAT ARE INCOMPLETE OR ARE SUBMITED 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. SCHOOL: DATE OF REQUEST: \*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: HOW MANY DAYS/PERIODS WILL STUDENTS BE ABSENT? DAYS wites ACCOMMODATIONS (Include complete address): NUMBER OF SUBSTITUTE TEACHERS REQUIRED: DAYS **PERIODS** substitute(s) for 120 FUNDING SOURCE FOR SUBSTITUTE TEACHERS: EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID: NUMBER OF STUDENTS PARTICIPATING Total: Male: Female: Corcia CERTIFICATED GROUP LEADER 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: NAME(S) OF FEMALE SUPERVISORS: 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 ve been/cleared Superintendent: Date: Governing Board (if required): Date: Revised 3/2013