

# 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: 8/24/17 SCHOOL: William S. Hart High School  
GROUP: Hart Regiment Marching Band ADVISOR/COACH: Anthony Bailey  
TRIP DAYS/DATES: 10/13 - 10/15/17 DEPARTURE TIME: 1am RETURN TIME: 2am  
DESTINATION: Walk up Skydome - 1705 S. San Francisco St. Flagstaff, AZ 86001  
METHOD OF TRANSPORTATION: Bus

\*IF METHOD OF TRANSPORTATION IS BY BUS, CHECK THE FOLLOWING: ( ) SCHOOL BUS - LEVEL(S) \_\_\_\_\_ (X) CHARTER BUS - LEVEL(S) 3

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: NAU Band Day

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

ACCOMMODATIONS (Include complete address): Little America 2515 E. Butler Ave. Flagstaff, AZ 86004

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

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: PFA

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

(X) TRANSPORTATION: Fundraising/Boosters/ASB

(X) LODGING & OTHER: Fundraising/Boosters/ASB

NUMBER OF STUDENTS PARTICIPATING: Male: 50 Female: 55 Total: 111

CERTIFICATED GROUP LEADER: Anthony Bailey 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: Tim Ballou, Barry Senft

NAME(S) OF FEMALE SUPERVISORS: Carol Ballou, Vicki Darrow, Sally Hall-Schmauss, Regina Hearn, Lynn Lamb, Stacey Manchester, Lori Senft, Gladys Sorensen, Shirley Pundt

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: 8-28-17

Principal: [Signature] Date: 8/29/17

Superintendent: [Signature] Date: 9-1-17

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

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DATE OF REQUEST: 8/23/17 SCHOOL: Valencia  
GROUP: Cross Country ADVISOR/COACH: Jeff Gilkey/Leon Maldonado  
TRIP DAYS/DATES: 9/29 - 10/02-17 DEPARTURE TIME: 6am RETURN TIME: 6pm  
DESTINATION: Seattle, Washington

METHOD OF TRANSPORTATION: Parents driving their own students/district approve drivers/ & Airline - TO/From Airport

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

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PURPOSE OR JUSTIFICATION FOR TRIP: Nike Twilight Invitational

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

ACCOMMODATIONS (Include complete address): Hampton Inn, 150 Washington Ave., Bremerton, WA 98337

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:

(X) TRANSPORTATION: Fundraising

(X) LODGING & OTHER: Fundraising

NUMBER OF STUDENTS PARTICIPATING: Male: 7 Female: 7 Total: 14

CERTIFICATED GROUP LEADER: Jeff Gilkey 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: # Coach Leon Maldonado, # Coach Rick Larimore

\* Jeff Gilkey

NAME(S) OF FEMALE SUPERVISORS: # Coach Angela Reynolds, Coach Jen Owen

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Site administrator verification that supervisors have been cleared: [Signature] Date: 8/24/17

Principal: [Signature] Date: 8/24/17

Superintendent: [Signature] Date: 8/31/17

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

Revised 3/2013

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DATE OF REQUEST: 8/21/17 SCHOOL: Valencia  
GROUP: DECA ADVISOR/COACH: Dennis Mifflin  
TRIP DAYS/DATES: 11-16-17 to 11-19-17 DEPARTURE TIME: 8am RETURN TIME: 11am  
DESTINATION: Hyatt Regency Phoenix, 122 N. 2nd St., Phoenix, AZ 85004  
METHOD OF TRANSPORTATION: District Van / Airline

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

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PURPOSE OR JUSTIFICATION FOR TRIP: CTE Leadership Event

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

ACCOMMODATIONS (Include complete address): Hyatt Regency Phoenix, 122 N. 2nd St., Phoenix, AZ 85004

NUMBER OF SUBSTITUTE TEACHERS REQUIRED: 1 substitute(s) for 2 DAYS OR \_\_\_\_\_ PERIODS

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: Perkins/Incentive Grant

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

(X) TRANSPORTATION: Perkins / Incentive Grant

(X) LODGING & OTHER: Perkins / Incentive Grant

NUMBER OF STUDENTS PARTICIPATING: Male: 4 Female: 4 Total: 8

CERTIFICATED GROUP LEADER: Dennis Mifflin 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: #\*Dennis Mifflin

NAME(S) OF FEMALE SUPERVISORS: Janet Mifflin

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: 8/22/17

Principal: \_\_\_\_\_ Date: 8/22/17

Superintendent: \_\_\_\_\_ Date: 8/24/17

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

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DATE OF REQUEST: 8/22/17 SCHOOL: Valencia

GROUP: DECA ADVISOR/COACH: Dennis Mifflin

TRIP DAYS/DATES: 11/29 - 12/3/17 DEPARTURE TIME: 7am RETURN TIME: 8pm

DESTINATION: Wyndham New Yorker, 481 8th Ave., New York, NY 10001

METHOD OF TRANSPORTATION: District Van/American Airlines/District Van

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PURPOSE OR JUSTIFICATION FOR TRIP: CTE Conference for DECA

HOW MANY DAYS/PERIODS WILL STUDENTS BE ABSENT? 3 DAYS OR -- PERIODS

ACCOMMODATIONS (Include complete address): Wyndham New Yorker, 481 8th Ave., New York, NY 10001

NUMBER OF SUBSTITUTE TEACHERS REQUIRED: 1 substitute(s) for 3 DAYS OR -- PERIODS

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: Perkins/Incentive Grant

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

(X) TRANSPORTATION: Perkins/Incentive Grant/Fundraising

(X) LODGING & OTHER: Perkins/Incentive Grant/Fundraising

NUMBER OF STUDENTS PARTICIPATING: Male: 4 Female: 4 Total: 8

CERTIFICATED GROUP LEADER: Dennis Mifflin 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: #\*Dennis Mifflin

NAME(S) OF FEMALE SUPERVISORS: Janet Mifflin

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: 8/22/17

Principal: [Signature] Date: 8/22/17

Superintendent: [Signature] Date: 8/24/17

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

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DATE OF REQUEST: 8/28/17 SCHOOL: Valencia  
GROUP: Boys Varsity Volleyball ADVISOR/COACH: Kevin Kornegay  
TRIP DAYS/DATES: 3/25 to 3/27/18 DEPARTURE TIME: noon RETURN TIME: 9pm  
DESTINATION: Las Vegas, NV  
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) \_\_\_\_\_

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PURPOSE OR JUSTIFICATION FOR TRIP: Invitational Men's Volleyball Tournament

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

ACCOMMODATIONS (Include complete address): Sam's Town Hotel, 5111 Boulder Hwy, Las Vegas, NV 89122

NUMBER OF SUBSTITUTE TEACHERS REQUIRED: 2 substitute(s) for 2 DAYS OR \_\_\_\_\_ PERIODS

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: ASB Athletics

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

X ) TRANSPORTATION: Parents

X ) LODGING & OTHER: Parents/Fundraising

NUMBER OF STUDENTS PARTICIPATING: Male: 15 Female: 0 Total: 15

CERTIFICATED GROUP LEADER: Kevin Kornegay CELL PHONE: \_\_\_\_\_

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NAME(S) OF MALE SUPERVISORS: \*Kevin Kornegay, \*Josh Kornegay, Mark Knudsen

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: \_\_\_\_\_ Date: 8/28/17

Principal: \_\_\_\_\_ Date: 8/28/17

Superintendent: [Signature] Date: 8/31/17

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

Revised 3/2013