

## 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: 3/12/18 SCHOOL: AOC  
 GROUP: ASB ADVISOR/COACH: Jessica Ruiz  
 TRIP DAYS/DATES: 7/12 - 7/15/18 DEPARTURE TIME: 11:00am RETURN TIME: 2:00pm  
 DESTINATION: UC Santa Barbara  
 METHOD OF TRANSPORTATION: District Van (located @ Sequoia)  
 \*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: CAPA Leadership Summer Camp  
 HOW MANY DAYS/PERIODS WILL STUDENTS BE ABSENT? 0 DAYS OR 0 PERIODS  
 ACCOMMODATIONS (Include complete address): rooming @ UCSantaBarbara 1501 Residential Services Santa Barbara, CA 93106  
 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: AOC Grant Funds  
 (✓) LODGING & OTHER: AOC Grant Funds

NUMBER OF STUDENTS PARTICIPATING: Male: 2 Female: 3 Total: 5

CERTIFICATED GROUP LEADER: Jessica Ruiz 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: Tedd Arrowsmith

NAME(S) OF FEMALE SUPERVISORS: Jessica Ruiz #

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: 3/12/18

Principal: [Signature]

Date: 3/12/18

Superintendent: [Signature]

Date: 3-19-18

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

Date: \_\_\_\_\_

Revised 3/2013

# REQUEST FOR TRIP APPROVAL

002943

( ) 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: 3/6/18 SCHOOL: Golden Valley H.S.  
GROUP: Varsity Baseball ADVISOR/COACH: Matt Sorensen  
TRIP DAYS/DATES: 4/2/18 - 4/4/18 DEPARTURE TIME: 4/2/18 6:30am RETURN TIME: 4/4/18 8pm  
DESTINATION: # Santa Ana Elks Tournament  
METHOD OF TRANSPORTATION: parents will drive their own student

\*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: Baseball Tournament

HOW MANY DAYS/PERIODS WILL STUDENTS BE ABSENT? 0 DAYS OR 2 PERIODS

ACCOMMODATIONS (Include complete address): Hampton Inn + Suites 11747 Harbor Blvd.

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

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: N/A

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

( ) TRANSPORTATION: \_\_\_\_\_

(☒) LODGING & OTHER: Baseball Booster

NUMBER OF STUDENTS PARTICIPATING: Male: 15 Female: \_\_\_\_\_ Total: 15

CERTIFICATED GROUP LEADER: Matt Sorensen 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 Smith, Matt Sorensen\*

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 verification that supervisors have been cleared: J. Ambrose Date: 3/8/18

Principal: S. In Date: 3/8/18

Superintendent: Bugbrecht Date: 3/15/18

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

Revised 3/2013

# REQUEST FOR TRIP APPROVAL

003042

( ) DAY TRIP OUTSIDE LOS ANGELES, VENTURA, ORANGE AND RIVERSIDE COUNTIES (East of I-215)

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DATE OF REQUEST: March 6, 2018 SCHOOL: Hart High School  
GROUP: Speech and Debate ADVISOR/COACH: Eleanor Nishioka  
TRIP DAYS/DATES: April 19, 2018 - April 22, 2018 DEPARTURE TIME: 3:00 PM RETURN TIME: 12:30 PM  
DESTINATION: Hampton Inn Tracy, Mountain House High School - 1040 S. Central Parkway  
METHOD OF TRANSPORTATION: Private Auto, Parent will drive student to/from event Mountain House CA 95341  
\*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: State Championship Speech and Debate Tournament  
HOW MANY DAYS/PERIODS WILL STUDENTS BE ABSENT? 2 DAYS OR \_\_\_\_\_ PERIODS  
ACCOMMODATIONS (Include complete address): Hampton Inn Tracy, 2400 Naglee Rd., Tracy, CA 95304  
NUMBER OF SUBSTITUTE TEACHERS REQUIRED: 1 substitute(s) for 2 DAYS OR \_\_\_\_\_ PERIODS  
FUNDING SOURCE FOR SUBSTITUTE TEACHERS: SFA - Principal

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

☒ TRANSPORTATION: Speech Club Trust or HDTA  
☒ LODGING & OTHER: Speech Club Trust or HDTA

NUMBER OF STUDENTS PARTICIPATING: Male: 1 Female: \_\_\_\_\_ Total: 1

CERTIFICATED GROUP LEADER: Eleanor Nishioka 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: Male student will be accompanied by his parent the entire time.

NAME(S) OF FEMALE SUPERVISORS: Eleanor Nishioka\*#

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: 3-13-18

Principal: [Signature]

Date: 3-16-18

Superintendent: [Signature]

Date: 3-19-18

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

Date: \_\_\_\_\_

Revised 3/2013

# REQUEST FOR TRIP APPROVAL

003125

( ) 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: 3-13-18 SCHOOL: Saugus High School  
 GROUP: SPEECH TEAM ADVISOR/COACH: Megan Botten  
 TRIP DAYS/DATES: April 20<sup>th</sup> - 23<sup>rd</sup> 2018 DEPARTURE TIME: 6:00 AM RETURN TIME: 1:00 AM  
 DESTINATION: MOUNTAIN HOUSE HIGH SCHOOL, MOUNTAIN HOUSE, CA  
 METHOD OF TRANSPORTATION: Approved driver in personal vehicles and/or parent driving only their child  
 \*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: CALIFORNIA STATE SPEECH COMPETITION

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

ACCOMMODATIONS (Include complete address): Hampton Inn Tracy, 2400 Naglee Rd Tracy 95376  
 (209) 833-0483

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

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: SFA - SUB

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

☒ TRANSPORTATION: ASB SPEECH CLUB FUNDS

☒ LODGING & OTHER: ASB SPEECH CLUB FUNDS

NUMBER OF STUDENTS PARTICIPATING: Male: 1 Female: 3 Total: 4

CERTIFICATED GROUP LEADER: Megan Botten 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: None: Male Student will be accompanied by his parent the entire time.

NAME(S) OF FEMALE SUPERVISORS: Megan Botten \* #

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: 3-13-18

Principal: [Signature] Date: 3-13-18

Superintendent: [Signature] Date: 3-19-18

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

Revised 3/2013