

**REQUEST FOR TRIP APPROVAL**

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

~~X~~ 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: 7-6-18 SCHOOL: Saugus High School  
 GROUP: CROSS COUNTRY ADVISOR/COACH: Rene Paragas / Kevin Berns  
 TRIP DAYS/DATES: October 11-16, 2018 DEPARTURE TIME: 9:00 PM RETURN TIME: 9:00 PM  
 DESTINATION: Brooklyn, New York  
 METHOD OF TRANSPORTATION: AIR PLANE / CAR (District Approved Drivers / Public transport,  
 \*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: Cross Country Invitational Competition  
 HOW MANY DAYS/PERIODS WILL STUDENTS BE ABSENT? 3 DAYS OR (212) 324-3773 PERIODS  
 ACCOMMODATIONS (Include complete address): Courtyard By Marriott 1717 Broadway New York, NY 10019  
 NUMBER OF SUBSTITUTE TEACHERS REQUIRED: 2 substitute(s) for 3 DAYS OR \_\_\_\_\_ PERIODS  
 FUNDING SOURCE FOR SUBSTITUTE TEACHERS: Cross Country ASB Trust / Booster Club

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

☒ TRANSPORTATION: Cross Country ASB Trust / Booster Club  
☒ LODGING & OTHER: Cross Country ASB Trust / Booster Club

NUMBER OF STUDENTS PARTICIPATING: Male: 10 Female: 10 Total: 20

CERTIFICATED GROUP LEADER: Rene Paragas ✓ 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: Rene Paragas \*#

✓ Kevin Berns \*#

✓ Baxter Frick \*

NAME(S) OF FEMALE SUPERVISORS: ✓ Milayla Frankian \*#

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: 7-6-18

Principal: [Signature]

Date: 7-6-18

Superintendent: [Signature]

Date: 7-16-18

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

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

Revised 3/2013

# REQUEST FOR TRIP APPROVAL

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DATE OF REQUEST: 7/10/18 SCHOOL: Valencia  
GROUP: Valencia Jazz Choir ADVISOR/COACH: Christine Mocha  
TRIP DAYS/DATES: Sept 21-23, 2018 DEPARTURE TIME: 11:30a RETURN TIME: 7:00p  
DESTINATION: Monterey Jazz Festival, Monterey, CA  
METHOD OF TRANSPORTATION: District approved drivers

\*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: To perform as winners of the Monterey Jazz Festival, Education Performers

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

ACCOMMODATIONS (Include complete address): Barlocker's Rustling Oaks Ranch, 25252 Limekiln Rd., Salinas, CA 93908

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

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: ASB Choir General Trust acct # 2346

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

(X) TRANSPORTATION: fundraising

(X) LODGING & OTHER: fundraising

NUMBER OF STUDENTS PARTICIPATING: Male: 8 Female: 9 Total: 17

CERTIFICATED GROUP LEADER: Christine Mocha 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: Scott Mocha, #Jim Evans, Jean Bellefeuille

\*Jeff Gilbert (RN)✓

NAME(S) OF FEMALE SUPERVISORS: \*Christine Mocha, #Carla Bellefeuille, #Kristin Evans, #Kristen Jamie Vincent

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Site administrator verification that supervisors have been cleared: \_\_\_\_\_

Date: 7.14.18

Principal: \_\_\_\_\_

Date: 7.14.18

Superintendent: \_\_\_\_\_

Date: 7/18/18

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

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

Revised 3/2013