

# 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: 9/11/2018 SCHOOL: GOLDEN VALLEY HS  
GROUP: ASB ADVISOR/COACH: HISTED/J. LEITE  
TRIP DAYS/DATES: 10/14 - 10/15/2018 DEPARTURE TIME: 7:30 am RETURN TIME: 4 pm  
DESTINATION: KNOTTS BERRY FARM, PASADENA CONVENTION CENTER  
METHOD OF TRANSPORTATION: SCHOOL BUS

\*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: LEADERSHIP CONFERENCE & TEAM RETREAT

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

ACCOMMODATIONS (Include complete address): COURTYARD MARRIOTT, 7621 BEACH BLVD, BUENA PARK, CA 90620

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

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: ASB

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

TRANSPORTATION: SPLIT BETWEEN ASB FUNDING & FUNDRAISER/DONATION  
 LODGING & OTHER: " (SAME AS ABOVE) "

NUMBER OF STUDENTS PARTICIPATING: Male: 14 Female: 46 Total: 60

CERTIFICATED GROUP LEADER: TRICIA HISTED 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: VINCENT WHEELER<sup>+</sup>, BRIAN NECESSARY<sup>\*</sup>

NAME(S) OF FEMALE SUPERVISORS: JENNIFER LEITE<sup>\*</sup>, JENNIFER AMBROSE<sup>\*</sup>

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 groups taking the trip, with the exception of CIF playoff competition or league affiliated trips.

Site administrator verification that supervisors have been cleared: [Signature] Date: 9/12/18  
Principal: [Signature] Date: 9/12/18  
Superintendent: [Signature] Date: 9/18/18  
Governing Board (if required): \_\_\_\_\_ Date: \_\_\_\_\_

# 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: 8/15/18 SCHOOL: William S. Hart High School  
GROUP: Hart Regiment Band ADVISOR/COACH: Anthony Bailey  
TRIP DAYS/DATES: Fri 10/19/18 - Sun 10/21/18 DEPARTURE TIME: 6:00 AM RETURN TIME: 4:30 PM  
DESTINATION: Hilton Garden Inn 10741 Wolfe Rd. Cupertino, CA 95014  
METHOD OF TRANSPORTATION: Bus Bus order # 20360

IF METHOD OF TRANSPORTATION IS BY BUS, CHECK THE FOLLOWING  SCHOOL BUS  CHARTER BUS

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: Bands of America Regional Tournament

HOW MANY DAYS/PERIODS WILL STUDENTS BE ABSENT? 1 DAYS OR \_\_\_\_\_ PERIODS  
ACCOMMODATIONS (Include complete address): Hilton Garden Inn 10741 Wolfe Rd. Cupertino, CA 95014

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:

TRANSPORTATION: Fundraising/Boosters/ASB  
LODGING & OTHER: Fundraising/Boosters/ASB

NUMBER OF STUDENTS PARTICIPATING: Male: 60 Female: 61 Total: 120

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: Barry Senft, Pengcheng Zheng, Mauricio Solis

NAME(S) OF FEMALE SUPERVISORS: Vicki Darrow, Lori Senft, Shirley Pundt, Shannon Buhle,  
Stacey Manchester, Robyn Siroky, Sunita Stayman

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.

Site administrator verification that supervisors have been cleared: \_\_\_\_\_ Date: 8/22/18

Principal (signature required): \_\_\_\_\_ Date: 8/28/18

Superintendent: \_\_\_\_\_ Date: 9/17/18

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

Revised 3/2013

# 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: 8/28/18 SCHOOL: West Ranch High School

GROUP: Cross Country Boys & Girls Varsity ADVISOR/COACH: Sara Soltani

TRIP DAYS/DATES: 10/5-10/7/18 DEPARTURE TIME: 10/5 10am RETURN TIME: 10/7 5pm

DESTINATION: Clovis Ca

METHOD OF TRANSPORTATION: District approved drivers

\*IF METHOD OF TRANSPORTATION IS BY BUS, CHECK THE FOLLOWING  SCHOOL BUS  CHARTER BUS

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

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

ACCOMMODATIONS (Include complete address): Hilton Garden Inn, 520 W. Shaw Ave, Clovis, Ca

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

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: WRHS ASB Trust

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

TRANSPORTATION: Fundraising, donations & ASB trust account

LODGING & OTHER: Fundraising, donations & ASB trust account

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

CERTIFICATED GROUP LEADER: \*Sara Soltani 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: \*Steven Low#

NAME(S) OF FEMALE SUPERVISORS: \*Sara Soltani, Cynthia Hoelzel, Maria LaRoe

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.

Site administrator verification that supervisors have been cleared: [Signature] Date: \_\_\_\_\_

Principal (signature required): [Signature] Date: 8/28/18

Superintendent: [Signature] Date: 9/17/18

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

# 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: 8/27/18 SCHOOL: West Ranch High School

GROUP: West Ranch TV ADVISOR/COACH: Jennifer Overdevest

TRIP DAYS/DATES: 11/9-11/11/18 DEPARTURE TIME: 11/9 noon RETURN TIME: 11/11 2PM

DESTINATION: Hyatt Grand Manchester, 1 Market Place San Diego, Ca 92101

METHOD OF TRANSPORTATION: BUS

\*IF METHOD OF TRANSPORTATION IS BY BUS, CHECK THE FOLLOWING  SCHOOL BUS  CHARTER BUS

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: Story Development Workshop and Team Building

HOW MANY DAYS/PERIODS WILL STUDENTS BE ABSENT? 1 DAYS OR 0 PERIODS

ACCOMMODATIONS (Include complete address): Grand Manchester Hyatt, San Diego

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

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: WR ASB Trust account

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

TRANSPORTATION: Fundraising, Donations and ASB Trust Account

LODGING & OTHER: Fundraising, Donations and ASB Trust Account

NUMBER OF STUDENTS PARTICIPATING: Male: 16 Female: 24 Total: 40

CERTIFICATED GROUP LEADER: Jennifer Overdevest 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: \*Mark Crawford \*Mark Overdevest

NAME(S) OF FEMALE SUPERVISORS: \*Jennifer Overdevest \*Tracie Priske

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.

Site administrator verification that supervisors have been cleared: \_\_\_\_\_ Date: 8/30/18

Principal (signature required): \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent: \_\_\_\_\_ Date: 9/17/18

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

# 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: 8/23/18 SCHOOL: West Ranch High School  
GROUP: W.R.T.V. ADVISOR/COACH: Jennifer Overdeust  
TRIP DAYS/DATES: 3/27, 2019 - 3/31, 2019 DEPARTURE TIME: 8am 3/27 RETURN TIME: 3:30 9pm  
DESTINATION: 2019 Student Television Network Convention - Seattle, WA.  
METHOD OF TRANSPORTATION: Parent transport their own student to Airport, then airplane from  
\*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: Attend 2019 Student Television Network Conventions

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

ACCOMMODATIONS (Include complete address): Hyatt Regency 808 Howell St, Seattle, WA 98101

NUMBER OF SUBSTITUTE TEACHERS REQUIRED: 2 substitute(s) for 3 DAYS OR — PERIODS

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: Perkins/ Incentive grant

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

- TRANSPORTATION: Fundraising, donations & ASB Trust
- LODGING & OTHER: "

NUMBER OF STUDENTS PARTICIPATING: Male: 16 Female: 24 Total: 40

CERTIFICATED GROUP LEADER: \* Jennifer Overdeust 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: \* Mark Crawford, \* Mark Overdeust

NAME(S) OF FEMALE SUPERVISORS: \* Jennifer Overdeust, + Melissa Jenkins

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: \_\_\_\_\_  
Principal: [Signature] Date: 8/24/18  
Superintendent: [Signature] Date: 9/17/18  
Governing Board (if required): \_\_\_\_\_ Date: \_\_\_\_\_