

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: 6/6/2019 SCHOOL: Saugus High School

GROUP: Cross Country - Girls and Boys ADVISOR/COACH: Kevin Berns

TRIP DAYS/DATES: 10/11/19-10/12/19 DEPARTURE TIME: 3:00pm RETURN TIME: 10:00pm

DESTINATION: Clovis Invitational - Fresno, Ca

METHOD OF TRANSPORTATION TO DESTINATION: District Vans & Private vehicles by district approved drivers or parents driving only their child.

METHOD OF TRANSPORTATION WHILE AT DESTINATION (EX: FROM AIRPORT TO HOTEL OR HOTEL TO VENUE):
District Vans

*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: Train and compete against States top teams on the Ca. State CIF state course

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

ACCOMMODATIONS (Include complete address): 2233 Ventura St. Fresno, Ca 93721 (DoubleTree)

NUMBER OF SUBSTITUTE TEACHERS REQUIRED: 0 substitute(s) for 0 DAYS OR 0 PERIODS

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: None

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:
District Vans

TRANSPORTATION: Fundraising/Donations

LODGING & OTHER: Fundraising/Donations

NUMBER OF STUDENTS PARTICIPATING: Male: 9 Female: 9 Total: 18

CERTIFICATED GROUP LEADER: Kevin Berns 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: * # Kevin Berns, * # Rene Paragas

NAME(S) OF FEMALE SUPERVISORS: * # Micayla Frankian (Zide) # Shelia Pearson

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: 8-5-19

Principal (signature required): _____ Date: 8-5-19

Superintendent: Engbrecht Date: 8-12-19

Governing Board (if required): _____ Date: _____

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DATE OF REQUEST: August 12, 2019 SCHOOL: West Ranch HS

GROUP: Marching Band & Colorguard ADVISOR/COACH: Jason Marshall

TRIP DAYS/DATES: October 25-27, 2019 DEPARTURE TIME: 8am RETURN TIME: 4pm

DESTINATION: San Diego, California

METHOD OF TRANSPORTATION TO DESTINATION: Chartered Motor Coach

METHOD OF TRANSPORTATION WHILE AT DESTINATION (EX: FROM AIRPORT TO HOTEL OR HOTEL TO VENUE):

*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: Marching Band Competition

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

ACCOMMODATIONS (Include complete address): Homewood Suites 2201 Hotel Circle South, San Diego, CA 92108

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

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: Booster Club

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

TRANSPORTATION: Booster Club

LODGING & OTHER: Booster Club

NUMBER OF STUDENTS PARTICIPATING: Male: 84 Female: 67 Total: 151

CERTIFICATED GROUP LEADER: Jason Marshall 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: Jason Marshall*, Brian Leff*, Azmi Baltagi, Jay Kamp, Neal Gaborno
Julio Diaz, Brendan Ristau, Michael Delgadillo

NAME(S) OF FEMALE SUPERVISORS: Esther Kamp, Robyn Kamp, Kelsey Crone, Ivy Manalang
Cheri Robertson-Mossburg, Nancy Pahlman, Marguerite Syvertson

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: 8/13/19

Principal (signature required): [Signature] Date: 8/12/19

Superintendent: [Signature] Date: 8/15/19

Governing Board (if required): _____ Date: _____