

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: 9/24/2019 SCHOOL: Wm. S. Hart High School
GROUP: Boys XC ADVISOR/COACH: Darren James/John Ahart
TRIP DAYS/DATES: 10/11/2019-10/12/2019 DEPARTURE TIME: 8:00 am RETURN TIME: 5:00pm
DESTINATION: Clovis California

METHOD OF TRANSPORTATION TO DESTINATION: Auto, District approved drivers and parents driving own student

METHOD OF TRANSPORTATION WHILE AT DESTINATION (EX: FROM AIRPORT TO HOTEL OR HOTEL TO VENUE):
District Approved drivers / athletes parents driving their own child

*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: Clovis XC Invitational meet

HOW MANY DAYS/PERIODS WILL STUDENTS BE ABSENT? 1 DAYS OR 6 PERIODS

ACCOMMODATIONS (Include complete address): Hampton Inn & Suites Clovis Airport North, 855 Gettysburg Ave. Clovis Ca. 93612

NUMBER OF SUBSTITUTE TEACHERS REQUIRED: 1 substitute(s) for 1 DAYS OR 4 PERIODS

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: Athletics

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID: District Approved drivers / athletes parents driving their own child

TRANSPORTATION: Hart XC booster club

LODGING & OTHER: Hart XC booster club

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

CERTIFICATED GROUP LEADER: John Ahart 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 employees of the District, and number sign (#) for persons that will transport students).

NAME(S) OF MALE SUPERVISORS: John Ahart, Darren James

NAME(S) OF FEMALE SUPERVISORS: Tracy Ahart #, Rachel Davis-Bos #, Monica Anten #

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: 9/23/19

Principal (signature required): [Signature] Date: 9/23/19

Superintendent: [Signature] Date: 9/26/19

Governing Board (if required): _____ Date: _____

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OVERNIGHT / OUT-OF-STATE TRIPS

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DATE OF REQUEST: 9/24/2019 SCHOOL: Wm. S. Hart High School

GROUP: Girls XC ADVISOR/COACH: Doris Walker

TRIP DAYS/DATES: 10/11/2019-10/12/2019 DEPARTURE TIME: 8:00 am RETURN TIME: 5:00pm

DESTINATION: Clovis California

METHOD OF TRANSPORTATION TO DESTINATION: Auto, District approved driver and Parents driving own student

METHOD OF TRANSPORTATION WHILE AT DESTINATION (EX: FROM AIRPORT TO HOTEL OR HOTEL TO VENUE):
District Approved drivers / athletes parents

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

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PURPOSE OR JUSTIFICATION FOR TRIP: Clovis XC Invitational meet

HOW MANY DAYS/PERIODS WILL STUDENTS BE ABSENT? 1 DAYS OR 6 PERIODS

ACCOMMODATIONS (Include complete address): Hampton Inn & Suites Clovis Airport North, 855 Gettysburg Ave. Clovis Ca. 93612

NUMBER OF SUBSTITUTE TEACHERS REQUIRED: 1 substitute(s) for 1 DAYS OR 5 PERIODS

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: Athletics

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:
District Approved drivers / athletes parents

TRANSPORTATION: Hart XC booster club

LODGING & OTHER: Hart XC booster club

NUMBER OF STUDENTS PARTICIPATING: Male: 0 Female: 7 Total: 7

CERTIFICATED GROUP LEADER: Kerri Mitchell* 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: _____

NAME(S) OF FEMALE SUPERVISORS: _____

Amy Garcia# Doris Walker Cindy Chan#

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: 9/23/19

Principal (signature required): [Signature] Date: 9/23/19

Superintendent: [Signature] Date: 9/26/19

Governing Board (if required): _____ Date: _____

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DATE OF REQUEST: 9-13-2019 SCHOOL: Valencia High School

GROUP: Valencia Cross Country ADVISOR/COACH: Mike Pontius

TRIP DAYS/DATES: 10-11-19 to 10-12-19 DEPARTURE TIME: 11am RETURN TIME: 5pm

DESTINATION: 38th Annual Running Center So Cal Invitational in Oceanside, CA 3000 Gvajome Lake Rd Oceanside CA 92057

METHOD OF TRANSPORTATION TO DESTINATION: Charter Bus- Pacific Coachways

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

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PURPOSE OR JUSTIFICATION FOR TRIP: Cross Country invitational for cross country team

HOW MANY DAYS/PERIODS WILL STUDENTS BE ABSENT? _____ DAYS OR 3 PERIODS (760) 966-1000

ACCOMMODATIONS (Include complete address): Courtyard San Diego Oceanside 3501 Seagate Way Oceanside, CA 92056

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

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: VHS

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:
Charter Bus

TRANSPORTATION: Valencia HS Booster Club

LODGING & OTHER: Valencia HS Booster Club

NUMBER OF STUDENTS PARTICIPATING: Male: 29 Female: 20 Total: 49

CERTIFICATED GROUP LEADER: Mike Pontius 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: Mike Pontius*, Matan Mayer- Head Coach, Joel Estrada Assistant Coach, John Makar, Roland Miller, Hank Price

NAME(S) OF FEMALE SUPERVISORS: Becky Warloe+ assistant coach, Tracy Makar, Anne Price, Donna Miller, Kristen McKinney

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: 9-13-19
Principal (signature required): [Signature] Date: 9/12/19
Superintendent: [Signature] Date: 9/25/19
Governing Board (if required): _____ Date: _____

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DATE OF REQUEST: 09/10/19 SCHOOL: Valencia

GROUP: Two N' Four Vocal Jazz ADVISOR/COACH: Christine Mocha

TRIP DAYS/DATES: March 4-8, 2020 kw DEPARTURE TIME: 12:15pm RETURN TIME: 5:00pm

DESTINATION: Western Region ACDA Conference, Salt Lake City, UT

METHOD OF TRANSPORTATION TO DESTINATION: District approved drivers

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

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PURPOSE OR JUSTIFICATION FOR TRIP: ACDA Western Convention National Choir Showcase

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

ACCOMMODATIONS (Include complete address): Little America Hotel, 500 Main St., Salt Lake City, UT 84101

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

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: Choir General ASB Acct # 2346

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

TRANSPORTATION: Fundraising

LODGING & OTHER: Fundraising

NUMBER OF STUDENTS PARTICIPATING: Male: 8 Female: 11 Total: 19

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: Grant Anderson, #Steve Griffith, Scott Mocha

NAME(S) OF FEMALE SUPERVISORS: *#Christine Mocha, #Jacque Anderson, #Traca Haslam, #Tracy Makar, #Kristin Evans, #Jillian Griffith

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: 9/12/19

Principal (signature required): [Signature] Date: 9/13/19

Superintendent: [Signature] Date: 9/25/19

Governing Board (if required): _____ Date: _____

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DATE OF REQUEST: 09/12/19 SCHOOL: Valencia
GROUP: Valencia HS Choir ADVISOR/COACH: Christine Mocha
TRIP DAYS/DATES: April 29 to May 3, 2020 DEPARTURE TIME: 11:00pm RETURN TIME: 9:00pm
DESTINATION: Berklee School of Music, 1140 Boylston St., Boston, MA 02215

METHOD OF TRANSPORTATION TO DESTINATION: Airplane and Charter Bus, Parents transporting students to/from airport.
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

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PURPOSE OR JUSTIFICATION FOR TRIP: College Scholarship Auditions, & performing at Plymouth Rock

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

ACCOMMODATIONS (Include complete address): Hotel 1620, 180 Water St., Plymouth, MA 02360

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

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

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

TRANSPORTATION: Fundraising & Choir General ASB Trust Acct # 2346

LODGING & OTHER: Fundraising & Choir General ASB Trust Acct # 2346

NUMBER OF STUDENTS PARTICIPATING: Male: 6 Female: 25 Total: 31

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

NAME(S) OF FEMALE SUPERVISORS: *Christine Mocha, *Martha Pellico, Jacque Anderson, Cathy Suen,

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: 9/12/19

Principal (signature required): [Signature]

Date: 9/12/19

Superintendent: [Signature]

Date: 9/20/19

Governing Board (if required): _____

Date: _____

REQUEST FOR TRIP APPROVAL

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DATE OF REQUEST: July 9, 2019 SCHOOL: West Ranch

GROUP: Cross Country ADVISOR/COACH: Cyndi Hoelzel

TRIP DAYS/DATES: Friday 10/11/19 - Sat 10/12/19 DEPARTURE TIME: 8:30 am RETURN TIME: 5:00 pm

DESTINATION: Fresno / Clovis, CA

METHOD OF TRANSPORTATION: Personal vehicles, Parent driving 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: Cross Country Meet

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

ACCOMMODATIONS (Include complete address): Hilton Hampton Inn 855 Gettysburg Ave. Clovis, CA 93612

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

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: Athletics

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

(✓) TRANSPORTATION: Parents will drive personal vehicles

(✓) LODGING & OTHER: Fundraising Activities

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

CERTIFICATED GROUP LEADER: Dody Garcia CELL PHONE: _____

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NAME(S) OF MALE SUPERVISORS: TBA Tye Welch, Chris Bernal

NAME(S) OF FEMALE SUPERVISORS: Dody Garcia*, Cyndi Hoelzel

Site Administrators shall consider adherence to Board Policies relative to transportation, supervisors, the impact of student absences from class, and the need for substitute 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: 8/29/19

Principal: [Signature] Date: 9/19/19

Superintendent: [Signature] Date: 9/16/19

Governing Board (if required): _____ Date: _____