

# 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: Modified 02-25-2020 SCHOOL: Valencia

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

TRIP DAYS/DATES: March 4 - 6, 2020 DEPARTURE TIME: 11:30am RETURN TIME: 9:00pm

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

METHOD OF TRANSPORTATION TO DESTINATION: Plane & public transportation, Parents transporting own student 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

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: Perform at ACDA - Selected as only HS Jazz program in the Country

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

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: Choir ASB Acct # 2346

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

TRANSPORTATION: Fundraising

LODGING & OTHER: Fundraising

NUMBER OF STUDENTS PARTICIPATING: Male: 7 Female: 11 Total: 18

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: \*Christine Mocha, Jillian Griffith, Tracy Lynn Makar, Jacqueline Anderson

NAME(S) OF FEMALE SUPERVISORS: Steven Griffith, John Allen Makar, +Andre Hillman

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:

Principal (signature required):

Superintendent:

Governing Board (if required):

Date:

Date:

Date:

Date:

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DATE OF REQUEST: 2/6/20 SCHOOL: West Ranch High School  
GROUP: DECA ADVISOR/COACH: Melissa Jenkins  
TRIP DAYS/DATES: Friday, February 28, 2020 - Monday, March 2, 2020 DEPARTURE TIME: 9:00 am RETURN TIME: 6:00 pm  
DESTINATION: Santa Clara Convention Center / Santa Clara, CA  
METHOD OF TRANSPORTATION TO DESTINATION: Airline, Parents will transport own students to/from airport  
METHOD OF TRANSPORTATION WHILE AT DESTINATION (EX: FROM AIRPORT TO HOTEL OR HOTEL TO VENUE): Shuttle

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

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PURPOSE OR JUSTIFICATION FOR TRIP: Students will participate in workshops and competitions  
HOW MANY DAYS/PERIODS WILL STUDENTS BE ABSENT? 2 DAYS OR \_\_\_\_\_ PERIODS  
ACCOMMODATIONS (Include complete address): Hilton Santa Clara, 4949 Great America Pkwy, Santa Clara, CA 95054  
NUMBER OF SUBSTITUTE TEACHERS REQUIRED: 1 substitute(s) for 2 DAYS OR \_\_\_\_\_ PERIODS  
FUNDING SOURCE FOR SUBSTITUTE TEACHERS: CTEIG

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

TRANSPORTATION: Fundraising, Parents driving own students to/from airport  
LODGING & OTHER: Fundraising and donations

NUMBER OF STUDENTS PARTICIPATING: Male: 3 Female: 10 Total: 13

CERTIFICATED GROUP LEADER: Melissa Jenkins 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: Dennis Mifflin\* (VHS)

NAME(S) OF FEMALE SUPERVISORS: 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.

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

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

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

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

Date: 2-6-20

Date: 2/10/20

Date: 2/25/2020

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