

# 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: 5/31/2022 SCHOOL: Academy of the Canyons

GROUP: ASB ADVISOR/COACH: Wayne Shapiro

TRIP DAYS/DATES: 7/12/2022 - 7/15/2022 DEPARTURE TIME: 11:00 am RETURN TIME: 2:00 pm

DESTINATION: UC Santa Barbra

METHOD OF TRANSPORTATION TO DESTINATION: District Van

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: CADA Leadership Summer Camp

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

ACCOMMODATIONS (Include complete address): rooming @ UCSB, 1501 Residential Services, Santa Barbara CA 93106

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

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: N/A

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

TRANSPORTATION: Grant Funds

LODGING & OTHER: Grant Funds

NUMBER OF STUDENTS PARTICIPATING: Male: 5 Female: 0 Total: 5

CERTIFICATED GROUP LEADER: Wayne Shapiro 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: Wayne Shapiro # ✓

NAME(S) OF FEMALE SUPERVISORS: N/A

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: Julist Fine Date: 5/31/22

Principal (signature required): Julist Fine Date: 5/31/22

Superintendent: Me Date: 6/1/22

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



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DATE OF REQUEST: 5/10/22 SCHOOL: Canyon High School  
GROUP: Canyon Cheer ADVISOR/COACH: Bethany Guzman  
TRIP DAYS/DATES: June 27-30, 2022 DEPARTURE TIME: 8:00am RETURN TIME: Parents picking up from venue  
DESTINATION: Hyatt Regency Indian Wells, 44600 Indian Wells Ln, Indian Wells, CA 92210.

METHOD OF TRANSPORTATION TO DESTINATION: Bus

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

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

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PURPOSE OR JUSTIFICATION FOR TRIP: Cheer Camp

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

ACCOMMODATIONS (Include complete address): 44600 Indian Wells Ln, Indian Wells, CA 92210

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

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: \_\_\_\_\_

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

TRANSPORTATION: Canyon Cheer ASB Account

LODGING & OTHER: Canyon Cheer ASB Account

NUMBER OF STUDENTS PARTICIPATING: Male: \_\_\_\_\_ Female: 42 Total: 42

CERTIFICATED GROUP LEADER: Bethany Guzman 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: Bethany Guzman\*, Kayla Mathias\*, Tiffani Glover+,

✓ April Soria\*

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: 5/18/22

Principal (signature required): [Signature] Date: 5/18/22

Superintendent: [Signature] Date: 5/23/22

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

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DATE OF REQUEST: 5/26/22 SCHOOL: Canyon  
GROUP: Girls Varsity Volleyball ADVISOR/COACH: Samantha Holcombe  
TRIP DAYS/DATES: 7/6 - 7/8/22 DEPARTURE TIME: 12:00 p.m. RETURN TIME: 12:00 p.m.  
DESTINATION: Big Bear Lake

METHOD OF TRANSPORTATION TO DESTINATION: Parents dropping off & picking up own student

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: Girls Varsity Volleyball Retreat

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

ACCOMMODATIONS (Include complete address): 38908 Waterview Drive, Big Bear Lake, CA 92315

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

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: n/a

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

TRANSPORTATION: n/a

LODGING & OTHER: ASB - Volleyball

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

CERTIFICATED GROUP LEADER: Samantha Holcombe

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: +Luka Acevedo

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: 5/26/22

Principal (signature required):

Date: 5/26/22

Superintendent:

Date: 6/1/22

Governing Board (if required):

Date:

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DATE OF REQUEST: 5/2/22 SCHOOL: Canyon High School  
GROUP: Canyon ASB ADVISOR/COACH: Gerardo Herinex  
TRIP DAYS/DATES: July 12-15, 2022 DEPARTURE TIME: 9 AM RETURN TIME: 11 AM  
DESTINATION: UC Santa Barbara, Santa Barbara, CA 93106  
METHOD OF TRANSPORTATION TO DESTINATION: District Van  
METHOD OF TRANSPORTATION WHILE AT DESTINATION (EX: FROM AIRPORT TO HOTEL OR HOTEL TO VENUE): N/A

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

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PURPOSE OR JUSTIFICATION FOR TRIP: Annual Summer Leadership camp - CA Directors of Activities  
HOW MANY DAYS/PERIODS WILL STUDENTS BE ABSENT? 0 DAYS OR 0 PERIODS  
ACCOMMODATIONS (Include complete address): UC Santa Barbara, Santa Barbara, CA 93106  
NUMBER OF SUBSTITUTE TEACHERS REQUIRED: 0 substitute(s) for \_\_\_\_\_ DAYS OR \_\_\_\_\_ PERIODS  
FUNDING SOURCE FOR SUBSTITUTE TEACHERS: \_\_\_\_\_

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

TRANSPORTATION: ASB Transportation #5491  
LODGING & OTHER: ASB Conferences #5416

NUMBER OF STUDENTS PARTICIPATING: Male: 2 Female: 12 Total: 14

CERTIFICATED GROUP LEADER: Gerardo Herinex 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: ✓ Gerardo Herinex \* #

NAME(S) OF FEMALE SUPERVISORS: ✓ Paya Desaulniers \* #

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: Landerson Date: 5/2/2022  
Principal (signature required): [Signature] Date: 5/10/22  
Superintendent: meke Date: 5/23/22  
Governing Board (if required): \_\_\_\_\_ Date: \_\_\_\_\_

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DATE OF REQUEST: 05/31/2022 SCHOOL: Castaic High School  
GROUP: Associated Student Body (ASB) ADVISOR/COACH: M. Overdevest  
TRIP DAYS/DATES: 7/18-7/21/2022 DEPARTURE TIME: 10:00am RETURN TIME: 4:30pm  
DESTINATION: California Association of Directors of Activities Summer Leadership Camp  
METHOD OF TRANSPORTATION TO DESTINATION: District Van

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

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PURPOSE OR JUSTIFICATION FOR TRIP: Student Leadership Camp for ASB Students

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

ACCOMMODATIONS (Include complete address): UC Santa Barbra Dorms, Santa Barbra, CA. 93106

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

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: N/A

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

TRANSPORTATION: Associated Student Body Funds, OPTIONAL SUMMER ACTIVITY.

LODGING & OTHER: Associated Student Body Funds, OPTIONAL SUMMER ACTIVITY.

NUMBER OF STUDENTS PARTICIPATING: Male: 3 Female: 3 Total: 6

CERTIFICATED GROUP LEADER: M. 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 Overdevest +✓

NAME(S) OF FEMALE SUPERVISORS: ✓ Emily Wilmers, \*

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: 6-2-22

Principal (signature required): [Signature] Date: 6-2-22

Superintendent: [Signature] Date: 6/2/22

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



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DATE OF REQUEST: 5/16/2022 SCHOOL: Castaic High School

GROUP: Castaic Dance Team ADVISOR/COACH: Eve Itaya

TRIP DAYS/DATES: Friday, July 22- Sunday, July 24, 2022 DEPARTURE TIME: 9am RETURN TIME: 1pm

DESTINATION: WCE Dance Camp

METHOD OF TRANSPORTATION TO DESTINATION: parent transporting own students

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

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PURPOSE OR JUSTIFICATION FOR TRIP: Preparation for dance competition season

HOW MANY DAYS/PERIODS WILL STUDENTS BE ABSENT? none DAYS OR \_\_\_\_\_ PERIODS

ACCOMMODATIONS (Include complete address): Burbank Marriot 2500 N. Hollywood Way Burbank, CA 91505

NUMBER OF SUBSTITUTE TEACHERS REQUIRED: none substitute(s) for \_\_\_\_\_ DAYS OR \_\_\_\_\_ PERIODS

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: N/A

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

TRANSPORTATION: Booster Club

LODGING & OTHER: Booster Club

NUMBER OF STUDENTS PARTICIPATING: Male: \_\_\_\_\_ Female: 18 Total: 18

CERTIFICATED GROUP LEADER: Eve Itaya CELL PHONE: \_\_\_\_\_

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NAME(S) OF MALE SUPERVISORS: N/A

\_\_\_\_\_

\_\_\_\_\_

NAME(S) OF FEMALE SUPERVISORS: \_\_\_\_\_

☒ Ginger Knitter - ☒ Kari Hollingsworth -

\_\_\_\_\_

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: 5-20-22

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

Date: 5-20-22

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

Date: 5/23/22

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

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

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DATE OF REQUEST: May 25, 2022 SCHOOL: Golden Valley High School  
 GROUP: Golden Valley ASB ADVISOR/COACH: Adam Gaunt  
 TRIP DAYS/DATES: July 12-15, 2022 DEPARTURE TIME: 9:00am RETURN TIME: 6:00pm  
 DESTINATION: University of Santa Barbara 1210 Cheadle Hall Santa Barbara, CA  
 METHOD OF TRANSPORTATION TO DESTINATION: Bus  
 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: CADA Leadership Conference  
 HOW MANY DAYS/PERIODS WILL STUDENTS BE ABSENT? 0 DAYS OR 0 PERIODS  
 ACCOMMODATIONS (Include complete address): 1210 Cheadle Hall Santa Barbara, CA  
 NUMBER OF SUBSTITUTE TEACHERS REQUIRED: 0 substitute(s) for \_\_\_\_\_ DAYS OR \_\_\_\_\_ PERIODS  
 FUNDING SOURCE FOR SUBSTITUTE TEACHERS: N/A

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

TRANSPORTATION: ASB & Fundraising  
 LODGING & OTHER: ASB & Fundraising

NUMBER OF STUDENTS PARTICIPATING: Male: 1 Female: 11 Total: 12

CERTIFICATED GROUP LEADER: Adam Gaunt & Rachel Arietta 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: \*Adam Gaunt

NAME(S) OF FEMALE SUPERVISORS: \*Rachel Arrietta-Anderson

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: 5/25/22  
 Principal (signature required): [Signature] Date: 5/25/22  
 Superintendent: [Signature] Date: 6/1/22  
 Governing Board (if required): \_\_\_\_\_ Date: \_\_\_\_\_

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DATE OF REQUEST: May 6, 2022 SCHOOL: Golden Valley High School  
 GROUP: Cheer Team ADVISOR/COACH: Melissa Brewer  
 TRIP DAYS/DATES: July 26 - July 28, 2022 DEPARTURE TIME: 7:00am RETURN TIME: 5:00pm  
 DESTINATION: Hyatt Regency Indian Wells Resort - 44600 Indian Wells Ln, Indian Wells, CA 92210  
 METHOD OF TRANSPORTATION TO DESTINATION: Bus to resort 7/29, Parent drive own child home  
 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: Summer Cheer Camp  
 HOW MANY DAYS/PERIODS WILL STUDENTS BE ABSENT? 0 DAYS OR 0 PERIODS  
 ACCOMMODATIONS (Include complete address): 44600 Indian Wells Ln., Indian Wells, CA 92210  
 NUMBER OF SUBSTITUTE TEACHERS REQUIRED: 0 substitute(s) for \_\_\_\_\_ DAYS OR \_\_\_\_\_ PERIODS  
 FUNDING SOURCE FOR SUBSTITUTE TEACHERS: N/A

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

TRANSPORTATION: Cheer ASB Account  
 LODGING & OTHER: Parent donations and fundraisers.

NUMBER OF STUDENTS PARTICIPATING: Male: \_\_\_\_\_ Female: 45 Total: 45

CERTIFICATED GROUP LEADER: Melissa Brewer 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: ✓ Heaven Miller +  
✓ Brianna Ortiz +  
✓ Melissa Brewer \*  
✓ Brianna Jones

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: 5/4/22  
 Principal (signature required): [Signature] Date: 5/4/22  
 Superintendent: [Signature] Date: 5/23/22  
 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: May 23, 2022 SCHOOL: Saugus  
 GROUP: Cheer ADVISOR/COACH: Candace Rogers  
 TRIP DAYS/DATES: June 27th -30th, 2022 DEPARTURE TIME: 6/27 - 7am RETURN TIME: 6/30 - 5pm  
 DESTINATION: Indian Wells, CA

METHOD OF TRANSPORTATION TO DESTINATION: Bus, Return-parents driving their own child or district approved driver

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

\*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: Universal Cheerleaders Association Cheer Camp

HOW MANY DAYS/PERIODS WILL STUDENTS BE ABSENT? N/A DAYS OR N/A PERIODS  
 ACCOMMODATIONS (Include complete address): Hyatt Regency - 44600 Indian Wells Ln, Indian Wells, CA 92210

NUMBER OF SUBSTITUTE TEACHERS REQUIRED: N/A substitute(s) for N/A DAYS OR N/A PERIODS

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: N/A

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

TRANSPORTATION: Fundraising / Parent Donations/ Cheer Booster

LODGING & OTHER: Fundraising / Parent Donations/ Cheer Booster

NUMBER OF STUDENTS PARTICIPATING: Male: 1 Female: 36 Total: 37

CERTIFICATED GROUP LEADER: ☒ Allyson Stuart 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: Jeff Bennett \* ☒

NAME(S) OF FEMALE SUPERVISORS: ☒ Allyson Stuart\* ☒ Candace Rogers ☒ Glenna Panaris  
☒ Shaye Maloof ☒ Laura Hughes#

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: 5/24/22  
 Principal (Signature required): [Signature] Date: 5/24/22  
 Superintendent: [Signature] Date: 6/1/22  
 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: 5/25/2022 SCHOOL: Saugus High School

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

TRIP DAYS/DATES: July 11 - 17, 2022 DEPARTURE TIME: 7/11 10:00 am RETURN TIME: 7/17 4:00 pm

DESTINATION: Big Bear Lakes

METHOD OF TRANSPORTATION TO DESTINATION: School Bus

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

Walking to the village

\*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: Team building and training in elevation

HOW MANY DAYS/PERIODS WILL STUDENTS BE ABSENT? N/A DAYS OR N/A PERIODS

ACCOMMODATIONS (Include complete address): Big Bear Group Cabin 541 Knickerbockewr Rd, Big Bear, CA 92315

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

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: Fundraising / Donations / Booster

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

TRANSPORTATION: Fundraising / Donations / Booster

LODGING & OTHER: Fundraising / Donations / Booster

NUMBER OF STUDENTS PARTICIPATING: Male: 20 Female: 20 Total: 40

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 \* ☒ Jose Flores +

NAME(S) OF FEMALE SUPERVISORS: ☒ Ashley Heys ☒ Sheila 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: [Signature] Date: 6-3-22

Principal (signature required): [Signature] Date: 6-3-22

Superintendent: [Signature] Date: 6/3/22

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: 5/19/2022 SCHOOL: Saugus High School

GROUP: Saugus ASB ADVISOR/COACH: Jeremy Fannon

TRIP DAYS/DATES: July 12-15, 2022 DEPARTURE TIME: 10:00am (July 12) RETURN TIME: 1:00pm (July 15)

DESTINATION: UC Santa Barbara

METHOD OF TRANSPORTATION TO DESTINATION: Wm. S. Hart District School Bus

METHOD OF TRANSPORTATION WHILE AT DESTINATION (EX: FROM AIRPORT TO HOTEL OR HOTEL TO VENUE):  
N/A - Students will remain on campus for the duration of camp.

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

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PURPOSE OR JUSTIFICATION FOR TRIP: CADA Leadership Camp

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

ACCOMMODATIONS (Include complete address): UC Santa Barbara Santa Barbara, California 93106

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

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: N/A

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

TRANSPORTATION: ASB Funds

LODGING & OTHER: ASB Funds

NUMBER OF STUDENTS PARTICIPATING: Male: 12 Female: 9 Total: 21

CERTIFICATED GROUP LEADER: Jeremy Fannon 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: Jeremy Fannon \*

NAME(S) OF FEMALE SUPERVISORS: Mimsy Desaulniers \*

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: 5/31/22

Principal (signature required): [Signature] Date: 5/31/22

Superintendent: Mike Kell Date: 6/3/22

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: May 18, 2022 SCHOOL: Valencia High School

GROUP: Cheer ADVISOR/COACH: Tiffany Bernier

TRIP DAYS/DATES: July 29 - August 1, 2022 DEPARTURE TIME: 7am RETURN TIME: Noon

DESTINATION: La Quinta 49-499 Eisenhower Dr, La Quinta, CA 92253

METHOD OF TRANSPORTATION TO DESTINATION: Busses

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

None

\*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: UCA Cheer Camp

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

ACCOMMODATIONS (Include complete address): 49-499 Eisenhower Dr, La Quinta, CA 92253

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

FUNDING SOURCE FOR SUBSTITUTE TEACHERS:       

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

TRANSPORTATION: Fundraising

LODGING & OTHER: Fundraising

NUMBER OF STUDENTS PARTICIPATING: Male: 0 Female: 75 Total: 75

CERTIFICATED GROUP LEADER: \*Tiffany Bernier (VA) ✓ CELL PHONE:       

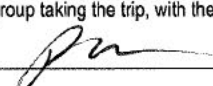
A minimum of two supervisors is required per bus. For overnight and out-of-state trips, a ratio of 1 supervisor per 12 students is required. Where the student group is co-ed, both male and female supervisors shall accompany the group. (Indicate supervisors' status: asterisk (\*) for certificated employees; 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: \*Jannelle Olvier (VA), +Haley Santamaria (VA),

+Audrey Gibson (VA), \*Catherine Greenberg (VA), \*Nicole Jolicoeur (RP), \*Thushitha Shankar (VA)

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: 5/19/22

Principal (signature required):  Date: 5/18/22

Superintendent:  Date: 5/23/22

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: 5/6/22 SCHOOL: West Ranch High School

GROUP: JV/V Cheer ADVISOR/COACH: Coe, Sami

TRIP DAYS/DATES: July 18th to 21st, 2022 DEPARTURE TIME: \_\_\_\_\_ RETURN TIME: \_\_\_\_\_

DESTINATION: Hyatt Regency in Indian Wells, California

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: Prepare the cheerleaders for the upcoming cheer season

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

ACCOMMODATIONS (Include complete address): 44600 Indian Wells Ln, Indian Wells, CA 92210

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

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: na

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

TRANSPORTATION: Fundraising

LODGING & OTHER: Donations

NUMBER OF STUDENTS PARTICIPATING: Male: 0 Female: 54 Total: 54

CERTIFICATED GROUP LEADER: Coe, Samantha 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 Piske \*

NAME(S) OF FEMALE SUPERVISORS: Jayne Lawrence \* ; Samantha Whitney-Coe \* ;

Tracie Piske \* ; Tracy Lawrence ;

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: 5-16-22

Principal (signature required): [Signature] Date: 5/17/22

Superintendent: [Signature] Date: 5/23/21

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: 06/01/2022 SCHOOL: RIO NORTE JUNIOR HIGH SCHOOL  
 GROUP: RIOTV & RIO NORTE ASB ADVISOR/COACH: RON IPPOLITO  
 TRIP DAYS/DATES: JULY 18-20, 2022 DEPARTURE TIME: 8:00 A.M. RETURN TIME: 2:00 P.M.  
 DESTINATION: US SANTA BARBARA - SAN MIGUEL HALL (CADA LEADERSHIP CAMP)  
 METHOD OF TRANSPORTATION TO DESTINATION: SCHOOL BUS  
 METHOD OF TRANSPORTATION WHILE AT DESTINATION (EX: FROM AIRPORT TO HOTEL OR HOTEL TO VENUE): N/A

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

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PURPOSE OR JUSTIFICATION FOR TRIP: STUDENT LEADERSHIP TRAINING  
 HOW MANY DAYS/PERIODS WILL STUDENTS BE ABSENT? XX DAYS OR XX PERIODS  
 ACCOMMODATIONS (Include complete address): SAN MIGUEL HALL, 494 UCEN ROAD, ISLA VISTA CA 93117  
 NUMBER OF SUBSTITUTE TEACHERS REQUIRED: XX substitute(s) for XX DAYS OR XX PERIODS  
 FUNDING SOURCE FOR SUBSTITUTE TEACHERS: XX

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

TRANSPORTATION: ASB ACCOUNT FOR ASB AND RIOTV  
 LODGING & OTHER: OPTIONAL SUMMER ACTIVITY & ASB ACCOUNT

NUMBER OF STUDENTS PARTICIPATING: Male: 2 Female: 9 Total: 11

CERTIFICATED GROUP LEADER: RON IPPOLITO 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: \* RON IPPOLITO (RIOTV ADVISER) ✓

NAME(S) OF FEMALE SUPERVISORS: \* SHONNA AUGUST (ASSISTANT PRINCIPAL) ✓

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: 6-2-22  
 Principal (signature required): [Signature] Date: 6-2-22  
 Superintendent: [Signature] Date: 6/2/22  
 Governing Board (if required): \_\_\_\_\_ Date: \_\_\_\_\_