

# 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: 9-24-18 SCHOOL: HART

GROUP: Boys XC ADVISOR/COACH: L. DAVID

TRIP DAYS/DATES: 10-5/10-6/18 DEPARTURE TIME: 2:00 PM RETURN TIME: 6:00 PM

DESTINATION: CLAVIS, CA

METHOD OF TRANSPORTATION: Rental 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: CLAVIS INVITATIONAL

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

ACCOMMODATIONS (Include complete address): AIRBNB - 2434 S. MARION AVE. FRESNO, CA 93727

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

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: NA

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

TRANSPORTATION: XC Team fundraising

LODGING & OTHER: XC Team fundraising

NUMBER OF STUDENTS PARTICIPATING: Male: 8 Female: 0 Total: 8

CERTIFICATED GROUP LEADER: Larry David 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: Larry David #  
Darrea James #

NAME(S) OF FEMALE SUPERVISORS: NA

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: Just Date: 9/27/18

Principal (signature required): Just Date: 9/27/18

Superintendent: Winghurst Date: 10/2/18

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

\* ATHLETES INCLUDED IN TRIP HAVE PERFORMED ABOVE EXPECTATIONS AND WE WANT TO GIVE THEM A CHANCE TO COMPETE ON THE STATE MEET COURSE.

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DATE OF REQUEST: 09/24/2018 SCHOOL: Hart High School

GROUP: Girls Varsity Volleyball ADVISOR/COACH: Mary Irilian

TRIP DAYS/DATES: Oct. 5th and 6th, 2018 DEPARTURE TIME: 10/5 @ 11:00am RETURN TIME: 10/6 @ 4pm

DESTINATION: Redondo Union High School- One Sea Hawk Wy, Redondo Beach, CA 90277

METHOD OF TRANSPORTATION: Bus departure on Fri. 10/5; parents for return on Sat. 10/6/18

\*IF METHOD OF TRANSPORTATION IS BY BUS, CHECK THE FOLLOWING  SCHOOL BUS  CHARTER BUS 20541 Rd Border Bus #

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PURPOSE OR JUSTIFICATION FOR TRIP: Varsity Volleyball Tournament

HOW MANY DAYS/PERIODS WILL STUDENTS BE ABSENT? \_\_\_\_\_ DAYS OR 4th, 5th, 6th PERIODS

ACCOMMODATIONS (Include complete address): Quality Inn & Suites- 901 Aviation Blvd, Hermosa Beach 90254

NUMBER OF SUBSTITUTE TEACHERS REQUIRED: 2 substitute(s) for \_\_\_\_\_ DAYS OR 4,5,6 PERIODS

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: 44

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

TRANSPORTATION: Hart Girls Volleyball Account

LODGING & OTHER: Hart Girls Volleyball Account

NUMBER OF STUDENTS PARTICIPATING: Male: \_\_\_\_\_ Female: 12 Total: 12

CERTIFICATED GROUP LEADER: Mary Irilian and Loy Mueller 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: Loy Mueller, Sia Irilian

\_\_\_\_\_

\_\_\_\_\_

NAME(S) OF FEMALE SUPERVISORS: Mary Irilian

\_\_\_\_\_

\_\_\_\_\_

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: 9/25/18

Principal (signature required): [Signature] Date: \_\_\_\_\_

Superintendent: [Signature] Date: 10/2/18

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