

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: Nov. 6, 2018 SCHOOL: Hart High School
 GROUP: Show choir ADVISOR/COACH: Sarah Anders
 TRIP DAYS/DATES: 03/20/19 - 03/24/19 DEPARTURE TIME: 5:40 AM RETURN TIME: 12:30 AM
 DESTINATION: New York, NY
 METHOD OF TRANSPORTATION: Jet Blue Airlines - School Bus to LAX

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: Performance

HOW MANY DAYS/PERIODS WILL STUDENTS BE ABSENT? 3 DAYS OR 3 PERIODS 337 W. 39th St. New York, NY 10018
 ACCOMMODATIONS (Include complete address): Hampton Inn Times Square

NUMBER OF SUBSTITUTE TEACHERS REQUIRED: 1 substitute(s) for 3 DAYS OR 3 PERIODS

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: Performing Arts Budget

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

TRANSPORTATION: Boosters

LODGING & OTHER: Boosters

(once in New York, students transportation to Hotel: Academy Bus Co.)

NUMBER OF STUDENTS PARTICIPATING: Male: 12 Female: 53 Total: 65

CERTIFICATED GROUP LEADER: Sarah Anders* 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 Andrew

NAME(S) OF FEMALE SUPERVISORS: Cherie Botello, Donna Hahn, Tami Villar, Shauna Williams, Amy Jones, Jodi Carter, Leah Johnson, (Loke) Grace Huuhui, Dolores Roux-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: 11/19/18

Principal (signature required): [Signature] Date: 11/21/18

Superintendent: [Signature] Date: 11/27/18

Governing Board (if required): _____ Date: _____

Jet Blue: 3/20/19 LAX-JFK #24
 3/24/19 #1623 arrives 11:20am

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DATE OF REQUEST: 10-31-18 SCHOOL: Valencia

GROUP: Boys Basketball ADVISOR/COACH: Bill Bedgood

TRIP DAYS/DATES: Dec 26 - 29, 2018 DEPARTURE TIME: 7:00am RETURN TIME: 10:00pm

DESTINATION: Damien High School, 2280 Damien Ave., La Verne, CA 91750

METHOD OF TRANSPORTATION: Parents driving their own students

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

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PURPOSE OR JUSTIFICATION FOR TRIP: The Classic at Damien basketball tournament

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

ACCOMMODATIONS (Include complete address): Vanlee Hotel, 1211 E. Garvey St., Covina, CA 91724

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: Parents driving their own students

LODGING & OTHER: Fundraising through Booster Club

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

CERTIFICATED GROUP LEADER: Bill Bedgood 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: *Bill Bedgood, Alan Woskanian, Jeremy Paggao

NAME(S) OF FEMALE SUPERVISORS:

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: 10/31/18

Principal (signature required): [Signature] Date: 10/31/18

Superintendent: [Signature] Date: 11/13/18

Governing Board (if required): Date:

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DATE OF REQUEST: 11-7-18 SCHOOL: Valencia

GROUP: Vocal Jazz ADVISOR/COACH: Christine Mocha

TRIP DAYS/DATES: January 25-27, 2019 DEPARTURE TIME: 6:45am RETURN TIME: 5pm

DESTINATION: Folsom Jazz Festival Competition, Folsom, CA

METHOD OF TRANSPORTATION: Charter bus

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PURPOSE OR JUSTIFICATION FOR TRIP: Competition/Scholarship Competition

HOW MANY DAYS/PERIODS WILL STUDENTS BE ABSENT? _____ DAYS OR 4 PERIODS

ACCOMMODATIONS (Include complete address): Courtyard Marriott, 2575 Iron Point Rd. Folsom, CA 95630

NUMBER OF SUBSTITUTE TEACHERS REQUIRED: 1 substitute(s) for _____ DAYS OR 3 PERIODS

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

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

TRANSPORTATION: Fundraising

LODGING & OTHER: Fundraising

NUMBER OF STUDENTS PARTICIPATING: Male: 16 Female: 18 Total: 34

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, Jim Evans, Gary Borchart, Andre Hillman

NAME(S) OF FEMALE SUPERVISORS: *Christine Mocha, Lisa Borchart, Kristin Evans, Jacque 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: 11/7/18

Principal (signature required): _____

Date: 11/2/18

Superintendent: _____

Date: 11/13/18

Governing Board (if required): _____

Date: _____

☐ DAY TRIP OUTSIDE LOS ANGELES, VENTURA, ORANGE AND RIVERSIDE COUNTIES (East of I-215)
☒ OVERNIGHT / OUT-OF-STATE TRIPS

DATE OF REQUEST: 11-26-18 SCHOOL: Valencia
GROUP: DECA ADVISOR/COACH: Dennis Mifflin
TRIP DAYS/DATES: Feb 28 - March 3, 2019 DEPARTURE TIME: 11:30am RETURN TIME: 1:00pm
DESTINATION: Anaheim Marriott, 700 W. Convention Center Way, Anaheim, CA 92802
METHOD OF TRANSPORTATION: Bus

Governing Board (if required): _____ Date: _____

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DATE OF REQUEST: 11-1-18 SCHOOL: Valencia

GROUP: Boys Varsity Volleyball ADVISOR/COACH: Kevin Kornegay

TRIP DAYS/DATES: March 8 - 9, 2019 DEPARTURE TIME: 10am RETURN TIME: 6pm

DESTINATION: San Diego, CA

METHOD OF TRANSPORTATION: Parents driving their own students

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PURPOSE OR JUSTIFICATION FOR TRIP: 'Best of the West' Varsity Tournament

HOW MANY DAYS/PERIODS WILL STUDENTS BE ABSENT? _____ DAYS OR 5 PERIODS

ACCOMMODATIONS (Include complete address): Hilton Garden Inn, 17240 Bernardo Center Dr., San Diego, CA 92128

NUMBER OF SUBSTITUTE TEACHERS REQUIRED: 2 substitute(s) for _____ DAYS OR 5 PERIODS

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: ASB Athletics

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

TRANSPORTATION: Parents driving their own students

LODGING & OTHER: Fundraising

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

CERTIFICATED GROUP LEADER: *Kevin Kornegay 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 Kornegay, *Josh Kornegay, *David Duncan, Mark Knudsen

NAME(S) OF FEMALE SUPERVISORS: _____

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: 11/6/18

Principal (signature required): [Signature] Date: 11/8/18

Superintendent: [Signature] Date: 11/13/18

Governing Board (if required): _____ Date: _____

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DATE OF REQUEST: 11/19/2018 SCHOOL: Valencia High School
GROUP: Valencia HS Band and Color Guard ADVISOR/COACH: Mark Judd
TRIP DAYS/DATES: March 13-18, 2019 DEPARTURE TIME: 3/13 @ 5:00am RETURN TIME: 3/18 @ 10:30am
DESTINATION: Carnegie Hall, New York Departing: Southwest Airlines Flights 1049 and 732 Return: United Airlines Flight 240
METHOD OF TRANSPORTATION: District School Bus to LAX Buses in NY: Elite Coach 1685 W Main St. Ephrata, PA 1752

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PURPOSE OR JUSTIFICATION FOR TRIP: Performance in Saint Patrick's Day Parade and Carnegie Hall and seeing live Broadway

HOW MANY DAYS/PERIODS WILL STUDENTS BE ABSENT? 4 DAYS OR _____ PERIODS

ACCOMMODATIONS (Include complete address): Hotel: Hilton Hasbrouck Heights 650 Terrace Ave Hasbrouck Heights, NJ 07604

NUMBER OF SUBSTITUTE TEACHERS REQUIRED: 4 substitute(s) for 2 DAYS OR _____ PERIODS

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: Band ASB Account

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

TRANSPORTATION: Band Booster and Student Fundraising

LODGING & OTHER: Band Booster and Student Fundraising

NUMBER OF STUDENTS PARTICIPATING: Male: 23 Female: 25 Total: 48

CERTIFICATED GROUP LEADER: Mark Judd

CELL PHONE: _____

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NAME(S) OF MALE SUPERVISORS: Mark Judd*, Guiller Espinosa, Craig Lyznick

NAME(S) OF FEMALE SUPERVISORS: Karen Lyznick, Shannon Abarca, Linda Rodgers, Terry Collier, Ronnie Lasky

(all cleared - some VA, some RN)

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: 11/28/18

Principal (signature required): [Signature]

Date: 11/28/18

Superintendent: [Signature]

Date: 12/4/18

Governing Board (if required): _____

Date: _____

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DATE OF REQUEST 11/29/2018 SCHOOL: Valencia HS
GROUP: Medical Science Academy ADVISOR/COACH: J. Monteleone
TRIP DAYS/DATES: March 26, 2019 - March 31, 2019 DEPARTURE TIME: 6:15 pm RETURN TIME: _____
DESTINATION: Sacramento, Ca

METHOD OF TRANSPORTATION: Southwest Airlines, Parents driving own students to airport

*IF METHOD OF TRANSPORTATION IS BY BUS, CHECK THE FOLLOWING ☐ SCHOOL BUS ☒ CHARTER BUS - From airport bus

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PURPOSE OR JUSTIFICATION FOR TRIP: Speak Up For Youth pre-conference @HOSA State Conference

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

ACCOMMODATIONS (Include complete address): Sheraton Grand, 1230 J St, Sacramento, Ca 95814

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

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: Perkins/CTEIG/HSG

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

TRANSPORTATION: MSA is paying the airfare for all ten students & Perkins/CTEIG/HSG

LODGING & OTHER: MSA is paying the lodging for all ten students & Fundraisers

NUMBER OF STUDENTS PARTICIPATING: Male: 0 Female: 10 Total: 10

CERTIFICATED GROUP LEADER: Joe Monteleone

CELL PHONE: _____

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NAME(S) OF MALE SUPERVISORS: *Joe Monteleone

NAME(S) OF FEMALE SUPERVISORS: *Tamara Desso

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: 12/3/18
Principal (signature required): [Signature] Date: 12/3/18
Superintendent: [Signature] Date: 12/5/18
Governing Board (if required): _____ Date: _____

☐ DAY TRIP OUTSIDE LOS ANGELES, VENTURA, ORANGE AND RIVERSIDE COUNTIES (East of I-215)
☒ OVERNIGHT / OUT-OF-STATE TRIPS

DATE OF REQUEST: 11/29/2018 SCHOOL: Valencia HS

GROUP: Medical Science Academy ADVISOR/COACH: J. Monteleone

TRIP DAYS/DATES: March 27 - 31, 2019 DEPARTURE TIME: 7 am RETURN TIME: 9 pm

DESTINATION: Sacramento, Ca

METHOD OF TRANSPORTATION: Charter Bus

PURPOSE OR JUSTIFICATION FOR TRIP: HOSA State Conference

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: Perkins/CTEIG/HSG

CELL PHONE:

Date _____

Date _____

Date:

Date:

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DATE OF REQUEST: 11-1-18 SCHOOL: Valencia

GROUP: Boys Varsity Volleyball ADVISOR/COACH: Kevin Kornegay

TRIP DAYS/DATES: April 14 - 16, 2019 DEPARTURE TIME: Noon RETURN TIME: 9pm

DESTINATION: Las Vegas, NV

METHOD OF TRANSPORTATION: Parents driving their own students

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

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PURPOSE OR JUSTIFICATION FOR TRIP: Invitational Men's Volleyball Tournament

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

ACCOMMODATIONS (Include complete address): Sam's Town Hotel, 511 Boulder Hwy, Las Vegas, NV 89122

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

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: ASB Athletics

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

TRANSPORTATION: Parents driving their own students

LODGING & OTHER: Parents / fundraising

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

CERTIFICATED GROUP LEADER: Kevin Kornegay 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 Kornegay, *Josh Kornegay, Mark Knudsen

NAME(S) OF FEMALE SUPERVISORS:

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: 11/2/18

Principal (signature required): [Signature] Date: 11/2/18

Superintendent: [Signature] Date: 11/13/18

Governing Board (if required): Date:

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DATE OF REQUEST: November 16, 2018 SCHOOL: Valencia HS

GROUP: MSA ADVISOR/COACH: Joe Monteleone

TRIP DAYS/DATES: June 18 - 23 / 19 DEPARTURE TIME: 8AM RETURN TIME: 9PM

DESTINATION: Orlando, FL

METHOD OF TRANSPORTATION: Airlines TBD, Hotel Shuttle, Parents will transport students to/from airport

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

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PURPOSE OR JUSTIFICATION FOR TRIP: HOSA - International Leadership Conference

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

ACCOMMODATIONS (Include complete address): 1000 Buena Vista Dr, Orlando, FL 32830 -Disney's Coronado Springs Resort

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

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: 0

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

TRANSPORTATION: Perkins, Health Science Grant, Fundraisers

LODGING & OTHER: Perkins, Health Science Grant, Fundraisers

NUMBER OF STUDENTS PARTICIPATING: Male: 10 Female: 10 Total: 20

CERTIFICATED GROUP LEADER: Joe Monteleone

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: Joe Monteleone*, Jonathan Gedalia*

NAME(S) OF FEMALE SUPERVISORS: Brenda Monteleone*

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: 11/20/18

Principal (signature required): [Signature]

Date: 11/19/18

Superintendent: [Signature]

Date: 11/20/18

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: 11/27/18 SCHOOL: West Ranch High School

GROUP: Band/Choir ADVISOR/COACH: Jason Marshall/Molly Peters

TRIP DAYS/DATES: 2/13/19-2/18/19 DEPARTURE TIME: 6am RETURN TIME: 10pm

DESTINATION: Honolulu, Hawaii

METHOD OF TRANSPORTATION: Chartered Motor Coach and Commercial Airline *Parents driving own students to / from airport*
*IF METHOD OF TRANSPORTATION IS BY BUS, CHECK THE FOLLOWING ☐ SCHOOL BUS ☒ CHARTER BUS

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PURPOSE OR JUSTIFICATION FOR TRIP: Performance Tour

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

ACCOMMODATIONS (Include complete address): Hilton Hawaiian Village, 2005 Kalia Rd., Honolulu, HI 96815

NUMBER OF SUBSTITUTE TEACHERS REQUIRED: 3 substitute(s) for 2 DAYS OR PERIODS

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: Program ASB accounts

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

TRANSPORTATION: Program Booster Club

LODGING & OTHER: Program Booster Club

NUMBER OF STUDENTS PARTICIPATING: Male: 30 Female: 22 Total: 52

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*, Jay Kamp

NAME(S) OF FEMALE SUPERVISORS: Molly Peters*, Esther Kamp

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: 11/28/18

Principal (signature required): [Signature]

Date: 11/28/18

Superintendent: [Signature]

Date: 12/4/18

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: 11/27/18 SCHOOL: West Ranch High School

GROUP: Colorguard ADVISOR/COACH: Jason Marshall

TRIP DAYS/DATES: 3/22/19-3/24/19 DEPARTURE TIME: 12pm RETURN TIME: 8pm

DESTINATION: Las Vegas, NV

METHOD OF TRANSPORTATION: Chartered Motor Coach

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

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PURPOSE OR JUSTIFICATION FOR TRIP: WGI Regional Competition

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

ACCOMMODATIONS (Include complete address): Embassy Suites, 4315 Swenson St., Las Vegas, NV 89119

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

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: Program ASB accounts

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

TRANSPORTATION: Program Booster Club

LODGING & OTHER: Program Booster Club

NUMBER OF STUDENTS PARTICIPATING: Male: 0 Female: 29 Total: 29

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* ✓

NAME(S) OF FEMALE SUPERVISORS: Esther Kamp, Robyn Kamp, Kelsey Crone

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: 11/28/18

Principal (signature required): [Signature] Date: 11/28/18

Superintendent: [Signature] Date: 12/4/18

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: November 27, 2018 SCHOOL: West Ranch HS
GROUP: Colorguard ADVISOR/COACH: Jason Marshall
TRIP DAYS/DATES: April 1-7, 2019 DEPARTURE TIME: 6am RETURN TIME: 6pm
DESTINATION: Dayton, Ohio

METHOD OF TRANSPORTATION: Commercial Airline and Chartered Motor Coach *Parents driving own students to/from airport*
*IF METHOD OF TRANSPORTATION IS BY BUS, CHECK THE FOLLOWING ☐ SCHOOL BUS ☒ CHARTER BUS

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PURPOSE OR JUSTIFICATION FOR TRIP: WGI World Championships
HOW MANY DAYS/PERIODS WILL STUDENTS BE ABSENT? 0 DAYS OR 0 PERIODS
ACCOMMODATIONS (Include complete address): Holiday Inn Dayton/Fairborn, 2800 Presidential Drive, Fairborn, OH, 45324
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: Booster Club
LODGING & OTHER: Booster Club

NUMBER OF STUDENTS PARTICIPATING: Male: 0 Female: 29 Total: 29

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* ✓

NAME(S) OF FEMALE SUPERVISORS: Esther Kamp, Robyn Kamp, Kelsey Crone ✓ ✓ ✓

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: 11/28/18
Principal (signature required): [Signature] Date: 11/28/18
Superintendent: [Signature] Date: 12/4/18
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: 11/6/18 SCHOOL: Placerita Jr High
 GROUP: Kid Flix Video Production ADVISOR/COACH: Paul Kass
 TRIP DAYS/DATES: Wed Mar 27 - Apr 3, 2019 DEPARTURE TIME: 1:30pm RETURN TIME: 4:30pm
 DESTINATION: Seattle, Washington
 METHOD OF TRANSPORTATION: Southwest Airlines, Parents driving own students to/from airport.

*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: Student Television Network Convention
 HOW MANY DAYS/PERIODS WILL STUDENTS BE ABSENT? 2 DAYS OR _____ PERIODS 3/31 - La Quinta Seattle 4/2 2224 8th Street
 ACCOMMODATIONS (Include complete address): Hyatt Regency Seattle 808 Howell St Seattle, WA 98101
 NUMBER OF SUBSTITUTE TEACHERS REQUIRED: 3 substitute(s) for 2 DAYS OR _____ PERIODS
 FUNDING SOURCE FOR SUBSTITUTE TEACHERS: SFA

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

(X) TRANSPORTATION: Fundraising and donations

(X) LODGING & OTHER: Fundraising and donations

NUMBER OF STUDENTS PARTICIPATING: Male: 18 Female: 10 Total: 28

CERTIFICATED GROUP LEADER: Paul Kass 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: Paul Kass *
Baxter Frick *

NAME(S) OF FEMALE SUPERVISORS: Nancy Daily *

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 or league affiliated trips.

Site administrator verification that supervisors have been cleared: [Signature] Date: 11/2/18
 Principal: [Signature] Date: 11/2/18
 Superintendent: [Signature] Date: 11/30/18
 Governing Board (if required): _____ Date: _____

Revised 3/2013