003051

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.

and the contract of the contra	001
DATE OF REQUEST: 12/2/18 SCHOOL: HAVE HIGH SUC	1001
GROUP: SNOW Chock ADVISOR/COACH: SUV	an Anabro
TRIP DAYS/DATES: $\frac{2}{14}\frac{19-2}{19}$ DEPARTURE TIME: 8AM	RETURN TIME: 10 PM
DISTRIBUTION: DISTRIBUTION ANOTHER	•
METHOD OF TRANSPORTATION: SChool bus	
*IF METHOD OF TRANSPORTATION IS BY BUS, CHECK THE FOLLOWING: SCHOOL BUS - LEVEL(S) ()	CHARTER BUS - LEVEL(S)
Transportation for day trips outside Los Angeles, Ventura, Orange, Riverside (east of I-215) Counties may not be made by private and SPAB Transportation for any trip inside the State of California must be made through the District Transportation Department that utilized transportation meets the legal requirements for the transportation of pupils outside of California. All charter bus resewill 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 full cost of charter buses for CIF Finals contests.	i. Groups traveling out of state shall ensure ervations must be paid for by the group and
PURPOSE OR JUSTIFICATION FOR TRIP: Processional Carely Work	shop
HOW MANY DAYS/PERIODS WILL STUDENTS BE ABSENT?	os .
ACCOMMODATIONS (Include complete address): Dwneyland Hotel 1150 W.	Magic Way Hrane
NUMBER OF SUBSTITUTE TEACHERS REQUIRED: substitute(s) for DAYS OR	PERIODS 428
FUNDING SOURCE FOR SUBSTITUTE TEACHERS: PEXTORNING HTTS / Chour	B006H16
EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:	و ما الم
TRANSPORTATION:	isjers,
LODGING & OTHER:	·
NUMBER OF STUDENTS PARTICIPATING: Male: 7 Female: 36 Total: 43	
CERTIFICATED GROUP LEADER: A minimum of two supervisors is required per bus. For overnight and out-of-state trips, a ratio of 1 supervisor per 12 group is co-ed, both male and female supervisors shall accompany the group. (Indicate supervisors' status: asteris sign (+) for classified or other employee of the District, and number sign (#) for persons that will transport s	students is required. Where the student k (*) for certificated employees; plus
NAME(S) OF FEMALE SUPERVISORS: SAVAN ANORES, Shauna William Donna Hann	Mams, Yami
Site Administrators shall consider adherence to Board Policies relative to transpertation, supervisors, the impact of student abser when approving a trip. Expenses for trips must be borne by the school or group taking the trip, with the exception of CIF playoff or	nces from class, and the need for substitutes ompetition or league affiliated trips.
Site administrator verification that supervisors have been cleared:	Date:
Principal:	Date:
Superintendent	Date:
Governing Board (if required):	Date: Revised 3/2013

003050

REQUEST FOR TRIP APPROVAL

() DAY TRIP OUTSIDE LOS ANGELES, VENTURA, ORANGE AND RIVERSIDE COUNTIES (East of I-215) (VOVERNIGHT / 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: 12/10/18 school: Hart High School
GROUP: Dance Team advisor/coach: Katherine Leist
TRIP DAYS/DATES: 2/21/2019 - 3/4/2019 DEPARTURE TIME: 2/21 3:53 PTURN TIME: 3/4 3P
DESTINATION: DISNEY WORLD, PORT Orleans French Quarter Hotel, Esph WWS, Orby
METHOD OF TRANSPORTATION: Arplane and Bus (organized by Competition once in Florida) Fli
*IF METHOD OF TRANSPORTATION IS BY BUS, CHECK THE FOLLOWING: () SCHOOL BUS - LEVEL(S) () CHARTER BUS - LEVEL(S) 132
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: Contest of Champions National Competition
HOW MANY DAYS/PERIODS WILL STUDENTS BE ABSENT? DAYS OR 2 PERIODS (6th 2 7th 6n 2/21)
ACCOMMODATIONS (Include complete address): Port Orleans, French Quarter, 2201 Orleans Dr. Orlando FL
NUMBER OF SUBSTITUTE TEACHERS REQUIRED: substitute(s) for DAYS ORPERIODS
FUNDING SOURCE FOR SUBSTITUTE TEACHERS:
EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:
() TRANSPORTATION: Hand Land Control () TRANSPORTATION: Hand Land Control ()
() LODGING & OTHER:
NUMBER OF STUDENTS PARTICIPATING: Male: Female: 24 Total: 24
CERTIFICATED GROUP LEADER: 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: HENRY NIVICHANOV

NAME(S) OF FEMALE SUPERVISORS: Katherine Leist, Stacey Nivichanov, Liz Ketter
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:
Principal:Date:
Superintendent: Date: 1718/18
Governing Board (if required): Date:

DAY TRIP OUTSIDE LOS ANGELES, VENTURA, ORANGE AND RIVERSIDE COUNTIES (East of I-215) OVERNIGHT / OUT-OF-STATE TRIPS
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 CIFPLAYOFF COMPETITION. ANY CHANGES TO THE INFORMATION PROVIDED ON THIS REQUEST FOR TRIP APPROVAL MADE AFTER THE FORM IS SUBMITTED WIUST BE SENT IN A WRITTEN MEMORANDUM TO THE SUPERINTENDENT'S OFFICE PRIOR TO THE TRIP.
DATE OF REQUEST: December 5, 2018 SCHOOL: Saugus High School Candace Rogers
GROUP: Cheer ADVISOR/COACH: Candace Rogers
TRIP DAYS/DATES: February 7-11, 2019 DEPARTURE TIME: 6:00 AM 2/7/19 RETURN TIME: 10:00 PM 2/11/19 DESTINATION: Orlando, Florida
DESTINATION: Orlando, Florida
METHOD OF TRANSPORTATION: Parents driving only their own child to/from LAX; Airplane to Orlando; Shuttle to/from Carribean Resort
IF METHOD OF TRANSPORTATION IS BY BUS, CHECK THE FOLLOWING SCHOOL BUS CHARTER BUS
ransportation 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 utilized to state shall ensure the school will pay any costs above the funding for a regular school bus. The District will pay the
PURPOSE OR JUSTIFICATION FOR TRIP: Compete in UCA's National High School Cheerleading Championship
IOW MANY DAYS/PERIODS WILL STUDENTS BE ABSENT? DAYS OR PERIODS
CCOMMODATIONS (Include complete address): Coronado Springs Resort, 1000 Buena Vista Dr., Lake Buena Vista, 1
IUMBER OF SUBSTITUTE TEACHERS REQUIRED: 1 substitute(s) for 3 DAYS OR PERIODS 3283
UNDING SOURCE FOR SUBSTITUTE TEACHERS: Cheer Booster Club
XPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:
TRANSPORTATION: Fundraising / Cheer Booster / Parent Donations
LODGING & OTHER: Fundraising / Cheer Booster / Parent Donations
UMBER OF STUDENTS PARTICIPATING: Male: 0 Female: 24 Total: 24
ERTIFICATED GROUP LEADER: Clarissa Elvington (La Mesa)
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 roup is co-ed, both male and female supervisors shall accompany the group. (Indicate supervisors' status: asterisk (*) for certificated employees; plus ign (+) for classified or other employee of the District, and number sign (#) for persons that will transport students). AME(S) OF MALE SUPERVISORS: None
AME(S) OF FEMALE SUPERVISORS: Clarissa Elvington *, Candace Rogers +, Glenna Panarisi +,
Chloe Stangle, Patricia Parker, Jennifer Aguilar, Tina Collier, Penni Hernandez
te Administrators shall consider adherence to Board Policies relative to transportation, supervisors, the impact of student absences from class, and the need for substitutes hen approving a trip. Expenses for trips must be borne by the school or group taking the trip, with the exception of CIF playoff competition.
te administrator verification that supervisors have been cleared: Date: 12/5/18
incipal (signature regired):Date:
perintendent Challe nyleselet Date: 19/19/18
overning Board (if required):

DAY TRIP OUTSIDE LOS ANGELES, VENTURA, ORANGE OVERNIGHT / OUT-OF-S	E AND RIVERSIDE COUNTIES (East of I-215) TATE TRIPS
REQUESTS SHALL BE SUBMITTED IN WRITING 30 DAYS PRIOR TO THE TRIP DATE (DA'TRIPS / OVERNIGHT TRIPS (REGARDLESS OF DESTINATION) AND SHALL INCLUDE APPROVAL REQUESTS THAT ARE INCOMPLETE OR ARE SUBMITTED AFTER THE DEADLIN PLAYOFF COMPETITION. ANY CHANGES TO THE INFORMATION PROVIDED ON THIS RECOMUST BE SENT IN A WRITTEN MEMORANDUM TO THE SUPERINTENDENT'S OFFICE PRIOR	THE NAMES OF ALL DISTRICT-APPROVED SUPERVISORS. TRIP IE FOR SUBMISSION WILL BE DENIED, WITH THE EXCEPTION OF CIF IUEST FOR TRIP APPROVAL MADE AFTER THE FORM IS SUBMITTED R TO THE TRIP.
DATE OF REQUEST: December 10, 2018 SCHOOL: Saugus H	High School
GROUP: Theater Arts	_{/ISOR/COACH:} Gina Painter
TRIP DAYS/DATES: March 22 - 23, 2019	ARTURE TIME: 9:00 AM 3/22 RETURN TIME: 9:00 PM 3/23
DATE OF REQUEST: December 10, 2018 GROUP: Theater Arts TRIP DAYS/DATES: March 22 - 23, 2019 DESTINATION: Fullerton College - 321 E Chapman, Fullerton,	CA 92832
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) Count and SPAB Transportation for any trip inside the State of California must be made through the Dis that utilized transportation meets the legal requirements for the transportation of pupils outside of will not be funded by the District, with the exception of CIF semi-finals, where the school will pay at full cost of charter buses for CIF Finals contests.	ies may not be made by private or rental vehicles. All School Bus, Charter trict Transportation Department. Groups traveling out of state shall ensure California. All charter bus reservations must be paid for by the group and by costs above the funding for a regular school bus. The District will pay the
PURPOSE OR JUSTIFICATION FOR TRIP: Participate in High School The	ater Festival/Competition
HOW MANY DAYS/PERIODS WILL STUDENTS BE ABSENT? DAYS O	RPERIODS
ACCOMMODATIONS (Include complete address): The Hotel Fullerton - 1500 S. F	Raymond Ave, Fullerton 92831 (714) 635-9000
NUMBER OF SUBSTITUTE TEACHERS REQUIRED: substitute(s) for	1 DAYS OR PERIODS
FUNDING SOURCE FOR SUBSTITUTE TEACHERS: ASB Drama Trust #236	1
EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:	
EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID: TRANSPORTATION: ASB Drama Trust #2361 / Fundraising	/ Donations
TRANSPORTATION: ASB Drama Trust #2361 / Fundraising LODGING & OTHER: ASB Drama Trust #2361 / Fundraising	/ Donations
TRANSPORTATION: ASB Drama Trust #2361 / Fundraising LODGING & OTHER: ASB Drama Trust #2361 / Fundraising NUMBER OF STUDENTS PARTICIPATING: Male: 10 Female: 21 CERTIFICATED GROUP LEADER: Gina Painter A minimum of two supervisors is required per bus. For overnight and out-of-state trips, a group is co-ed, both male and female supervisors shall accompany the group. (Indicate st sign (+) for classified or other employee of the District, and number sign (#) for pe	/ Donations
TRANSPORTATION: ASB Drama Trust #2361 / Fundraising LODGING & OTHER: ASB Drama Trust #2361 / Fundraising NUMBER OF STUDENTS PARTICIPATING: Male: 10 Female: 21 CERTIFICATED GROUP LEADER: Gina Painter A minimum of two supervisors is required per bus. For overnight and out-of-state trips, a group is co-ed, both male and female supervisors shall accompany the group. (Indicate si	/ Donations
TRANSPORTATION: ASB Drama Trust #2361 / Fundraising LODGING & OTHER: ASB Drama Trust #2361 / Fundraising NUMBER OF STUDENTS PARTICIPATING: Male: 10 Female: 21 CERTIFICATED GROUP LEADER: Gina Painter A minimum of two supervisors is required per bus. For overnight and out-of-state trips, a group is co-ed, both male and female supervisors shall accompany the group. (Indicate st sign (+) for classified or other employee of the District, and number sign (#) for pe	/ Donations
TRANSPORTATION: ASB Drama Trust #2361 / Fundraising LODGING & OTHER: ASB Drama Trust #2361 / Fundraising NUMBER OF STUDENTS PARTICIPATING: Male: 10 Female: 21 CERTIFICATED GROUP LEADER: Gina Painter A minimum of two supervisors is required per bus. For overnight and out-of-state trips, a group is co-ed, both male and female supervisors shall accompany the group. (Indicate st sign (+) for classified or other employee of the District, and number sign (#) for pe	Total:31
TRANSPORTATION: ASB Drama Trust #2361 / Fundraising LODGING & OTHER: ASB Drama Trust #2361 / Fundraising NUMBER OF STUDENTS PARTICIPATING: Male: 10 Female: 21 CERTIFICATED GROUP LEADER: Gina Painter A minimum of two supervisors is required per bus. For overnight and out-of-state trips, a group is co-ed, both male and female supervisors shall accompany the group. (Indicate st sign (+) for classified or other employee of the District, and number sign (#) for pe NAME(S) OF MALE SUPERVISORS: Von Hougo* Cristian Guerre	CELL PHONE: ratio of 1 supervisor per 12 students is required. Where the student upervisors' status: asterisk (*) for certificated employees; plus rsons that will transport students). ro
TRANSPORTATION: ASB Drama Trust #2361 / Fundraising LODGING & OTHER: ASB Drama Trust #2361 / Fundraising NUMBER OF STUDENTS PARTICIPATING: Male: 10 Female: 21 CERTIFICATED GROUP LEADER: Gina Painter A minimum of two supervisors is required per bus. For overnight and out-of-state trips, a group is co-ed, both male and female supervisors shall accompany the group. (Indicate st sign (+) for classified or other employee of the District, and number sign (#) for pe NAME(S) OF MALE SUPERVISORS: Von Hougo* Cristian Guerre NAME(S) OF FEMALE SUPERVISORS: Gina Painter* Julia Haimo Site Administrators shall consider adherence to Board Policies relative to transportation, supervisor when approving a trip. Expenses for trips must be borne by the school or group taking the trip, with	CELL PHONE: ratio of 1 supervisor per 12 students is required. Where the student upervisors' status: asterisk (*) for certificated employees; plus rsons that will transport students). rov witz+ s, the impact of student absences from class, and the need for substitutes the exception of CIF playoff competition. Date: 12/10/18
ASB Drama Trust #2361 / Fundraising LODGING & OTHER: ASB Drama Trust #2361 / Fundraising NUMBER OF STUDENTS PARTICIPATING: Male: 10 Female: 21 CERTIFICATED GROUP LEADER: Gina Painter A minimum of two supervisors is required per bus. For overnight and out-of-state trips, a group is co-ed, both male and female supervisors shall accompany the group. (Indicate st sign (+) for classified or other employee of the District, and number sign (#) for pe NAME(S) OF MALE SUPERVISORS: Von Hougo* Cristian Guerre NAME(S) OF FEMALE SUPERVISORS: Gina Painter* Julia Haimo Site Administrators shall consider adherence to Board Policies relative to transportation, supervisor when approving a trip. Expenses for trips must be borne by the school or group taking the trip, with Site administrator verification that supervisors have been cleared:	CELL PHONE: ratio of 1 supervisor per 12 students is required. Where the student upervisors' status: asterisk (*) for certificated employees; plus rsons that will transport students). rov witz+ s, the impact of student absences from class, and the need for substitutes the exception of CIF playoff competition.

DAY TRIP OUTSIDE LOS ANGELES, VENTURA, ORANGE AND RIVERSIDE COUNTIES (East of I-21)
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: 12/4/18 s	_{CHOOL:} Valencia High School
	ADVISOR/COACH: Jen Azevedo/Annie Kellogg
TRIP DAYS/DATES: Feb.28-March 2, 2019	DEPARTURE TIME: 1:00 pm RETURN TIME: 9 pm.
DESTINATION: California Tennis Classic, Clo	vis, CA
METHOD OF TRANSPORTATION: Parents driving the	ir own students
*IF METHOD OF TRANSPORTATION IS BY BUS, CHECK THE FOLL	OWING SCHOOL BUS CHARTER BUS
and SPAB Transportation for any trip inside the State of California mu that utilized transportation meets the legal requirements for the transp will not be funded by the District, with the exception of CIF semi-finals, full cost of charter buses for CIF Finals contests.	rerside (east of I-215) Counties may not be made by private or rental vehicles. All School Bus, Charter st be made through the District Transportation Department. Groups traveling out of state shall ensure cortation of pupils outside of California. All charter bus reservations must be paid for by the group and where the school will pay any costs above the funding for a regular school bus. The District will pay the
PURPOSE OR JUSTIFICATION FOR TRIP: High School T	ennis Tournament
-	DAYS ORPERIODS
ACCOMMODATIONS (Include complete address): SpringHill Su	uites by Marriott, 6844 N. Fresno St. Fresno, CA 93710
NUMBER OF SUBSTITUTE TEACHERS REQUIRED: 1	substitute(s) forDAYS ORPERIODS
FUNDING SOURCE FOR SUBSTITUTE TEACHERS: 43- Athle	etics
EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:	
TRANSPORTATION:	
LODGING & OTHER: Fundraising	
NUMBER OF STUDENTS PARTICIPATING: Male: 21	Female: Total: 21
CERTIFICATED GROUP LEADER: Annie Kellogg A minimum of two supervisors is required per bus. For overnight group is co-ed, both male and female supervisors shall accompar sign (+) for classified or other employee of the District, and NAME(S) OF MALE SUPERVISORS: Greg DeMoustes,	
NAME(S) OF FEMALE SUPERVISORS: Annie Kellogg,	Jen Azevedo
Site Administrators shall consider adherence to Board Policies relative when approving a trip. Expenses for trips must be borne by the school Site administrator verification that supervisors have been cleared Principal (signature required): Superintendent:	12/1/18
Governing Board (if required):	Date:

DAY TRIP OUTSIDE LOS ANGELE	ES, VENTURA, ORANGE AND RIVERSIDE COUNTIES (Ea OVERNIGHT / OUT-OF-STATE TRIPS	ast 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

		PERINTENDENT'S OFFICE PRIOR TO THE TRIP		
DATE OF REQUEST: 12/10	ארוע 	_{SCHOOL:} West Ranch High S	School	
GROUP: FBLA	Parks	ADVISOR/COACH:	Tanja Brosche	
TRIP DAYS/DATES: 4/25-4	4/28/2019	DEPARTURE TIME:	Noon 4/25 RETURN TIME: 2PM	4/28
DESTINATION: Sacrame	ento Convention C	enter, 1400 J st. Sacramento, rt to airport, airplane , then sh	CA 95814	
METHOD OF TRANSPORTATI	ON: Parent transpo	rt to airport, airplane , then sh	uttle	
*IF METHOD OF TRANSPORT	ATION IS BY BUS, CHECK TH	E FOLLOWING SCHOOL BUS CHARTE	ER BUS	
and SPAB Transportation for all that utilized transportation mee will not be funded by the District full cost of charter buses for CIF	ny trip inside the State of Califo s the legal requirements for the , with the exception of CIF sem Finals contests.	nge, Riverside (east of I-215) Counties may not be r rrnia must be made through the District Transportat e transportation of pupils outside of California. All o ii-finals, where the school will pay any costs above t	ion Department. Groups traveling out of state charter bus reservations must be paid for by the	shall ensure
PURPOSE OR JUSTIFICATION	I FOR TRIP: FBLA Stat	te Leadership Conference		
HOW MANY DAYS/PERIODS \			PERIODS	
ACCOMMODATIONS (Include	complete address): Sherat	ton Grand, 1230 J. Street, Sad	cramento, CA 95814	
NUMBER OF SUBSTITUTE TE				
FUNDING SOURCE FOR SUB	STITUTE TEACHERS: Fund	draising, Donations and ASB	Trust Account	
EXPLAIN HOW THE FOLLOWI	NG COSTS WILL BE PAID:			
TRANSPORTATION:	Same as above			
LODGING & OTHER:	Same as above			•
NUMBER OF STUDENTS PAR	TICIPATING: Male: 9	Female: 9 Total: 1	8	
CERTIFICATED GROUP LEAD		,	_ CELL PHONE:	
A minimum of two superviso group is co-ed, both male and	rs is required per bus. For o I female supervisors shall acc	overnight and out-of-state trips, a ratio of 1 super company the group. (Indicate supervisors' st ct, and number sign (#) for persons that wi	ervisor per 12 students is required. Where to tatus: asterisk (*) for certificated employ	the student yees; plus
NAME(S) OF MALE SUPERVIS	ORS:	Chris Sim		
				sw
NAME(S) OF FEMALE SUPER	7	sche	44464	
	√ Linda Sim			
Site Administrators shall consid when approving a trip. Expense	er adherence to Board Policies so for trips must be borne by the	relative to transportation, supervisors, the impact of eschool or group taking the trip, with the exception of	f student absences from class, and the need for fCIF playoff competition.	r substitutes
Site administrator verification	that supervisors have been	cleared:	Date:	18
Principal (signature required):	selly 1- (in	KV"		18
Superintendent:	Cughtrec	Ut	Date:	7/18
Governing Board (if required):			Date:	