

REQUEST FOR TRIP APPROVAL

() DAY TRIP OUTSIDE LOS ANGELES, VENTURA, ORANGE AND RIVERSIDE COUNTIES (East of I-215)

N 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: 2/8/19 SCHOOL: AOC
 GROUP: ASB ADVISOR/COACH: Jessica Ruiz
 TRIP DAYS/DATES: 7/7 - 7/10/19 DEPARTURE TIME: 11:00am RETURN TIME: 2:00pm
 DESTINATION: UC Santa Barbara
 METHOD OF TRANSPORTATION: District Van (located @ Sequoia)

*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 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: CAPA Leadership Camp

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

ACCOMMODATIONS (Include complete address): rooming at UC Santa Barbara

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: Using Sequoia's van / AOC Grant funds
 (☒) LODGING & OTHER: part of registration fee / AOC Grant funds

NUMBER OF STUDENTS PARTICIPATING: Male: 2 Female: 3 Total: 5

CERTIFICATED GROUP LEADER: Jessica Ruiz 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: Todd Arrowsmith

NAME(S) OF FEMALE SUPERVISORS: Jessica Ruiz #

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: _____ Date: 2/8/19

Principal: _____ Date: 2/8/19

Superintendent: Venguech Date: 2/8/19

Governing Board (if required): _____ Date: _____

Revised 3/2013

REQUEST FOR TRIP APPROVAL

003070

() 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: 02/07/19 SCHOOL: CANYON HIGH SCHOOL
 GROUP: Canyon High School Theatre ADVISOR/COACH: Arthur Miller
 TRIP DAYS/DATES: 03/22/19 - 03/23/19 DEPARTURE TIME: 7:00 AM RETURN TIME: 9:00 PM
 DESTINATION: Fullerton College 321 E. Chapman Ave. Fullerton, CA
 METHOD OF TRANSPORTATION: Bus (District)

*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: Annual Fullerton College High School Theatre Festival

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

ACCOMMODATIONS (Include complete address): Holiday Inn Fullerton 2932 Nutwood Ave. Fullerton, CA 92831

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

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: 44 ASB

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

☒ TRANSPORTATION: ASB/Drama Funds + Fundraising
☒ LODGING & OTHER: ASB/Drama Funds + Fundraising

NUMBER OF STUDENTS PARTICIPATING: Male: 5 Female: 21 Total: 26

CERTIFICATED GROUP LEADER: Arthur Miller* 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 Lieberman, Arthur Miller*

NAME(S) OF FEMALE SUPERVISORS: Sally Lieberman, Kasmira Marx Buchanan

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: 2/9/19
 Principal: [Signature] Date: 2/20/19
 Superintendent: [Signature] Date: 2/25/19
 Governing Board (if required): _____ Date: _____

Revised 3/2013

#21601

REQUEST FOR TRIP APPROVAL

☐ DAY TRIP OUTSIDE LOS ANGELES, VENTURA, ORANGE AND RIVERSIDE COUNTIES (East of I-215)

☒ OVERNIGHT / OUT-OF-STATE TRIPS

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DATE OF REQUEST: 2/12/19 SCHOOL: Hart

GROUP: Every 15 minutes ADVISOR/COACH: Jennifer Huhn

TRIP DAYS/DATES: March 12-13, 2019 DEPARTURE TIME: 12:30 pm RETURN TIME: 9:00 AM

DESTINATION: Scu Court house, Eternal Valley, Central Park, Valencia Hyatt

METHOD OF TRANSPORTATION: School Bus

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

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PURPOSE OR JUSTIFICATION FOR TRIP: Every 15 minutes program

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

ACCOMMODATIONS (Include complete address): 24500 Town Center Drive Valencia, Ca. 91355

NUMBER OF SUBSTITUTE TEACHERS REQUIRED: 1 substitute(s) for _____ DAYS OR 9 PERIODS

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: SFA

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

TRANSPORTATION: Every 15 minutes program

LODGING & OTHER: Every 15 minutes Program

NUMBER OF STUDENTS PARTICIPATING: Male: 12 Female: 11 Total: 23

CERTIFICATED GROUP LEADER: Jennifer Huhn 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: Luis Fernandez *

NAME(S) OF FEMALE SUPERVISORS: Jennifer Huhn *

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: 2/14/19

Principal (signature required): [Signature] Date: 2/14/19

Superintendent: [Signature] Date: 2/25/19

Governing Board (if required): _____ Date: _____

REQUEST FOR TRIP APPROVAL

003047

() 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: 2/11/19 SCHOOL: Hart High
 GROUP: Track Team ADVISOR/COACH: John Ahart
 TRIP DAYS/DATES: 3-15 - 3-16-19 DEPARTURE TIME: 8:00 am RETURN TIME: TBA After Meet
 DESTINATION: Dublin High School 8157 Village Pkwy Dublin CA
 METHOD OF TRANSPORTATION: Parents in own vehicles with own students. District Approved driver

*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: Attend Dublin Distance Fiesta

HOW MANY DAYS/PERIODS WILL STUDENTS BE ABSENT? 1 DAYS OR 1-7 PERIODS

ACCOMMODATIONS (Include complete address): Dublin 7050 Johnson Dr. Pleasanton CA 94588

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

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: Comp Time from coach

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

(X) TRANSPORTATION: Hart Track + Field ASB account
 (Y) LODGING & OTHER: Hart Track + Field ASB account

NUMBER OF STUDENTS PARTICIPATING: Male: 10 Female: 1 Total: 11

CERTIFICATED GROUP LEADER: John Ahart* 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: Darren James# + John Ahart*

NAME(S) OF FEMALE SUPERVISORS: Female student will stay with own parent

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: 2-11-19

Principal: [Signature] Date: 2/11/19

Superintendent: [Signature] Date: 2/25/19

Governing Board (if required): _____ Date: _____

Revised 3/2013

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DATE OF REQUEST: 2/19/19 SCHOOL: Valencia H.S.

GROUP: Soundwaves Vocal Jazz ADVISOR/COACH: Jeffrey Gilbert

TRIP DAYS/DATES: 4/5-4/7 2019 DEPARTURE TIME: 11 4/5 RETURN TIME: 2pm 4/7, 2019

DESTINATION: Next Generation Monterey Jazz Festival 10 AM

METHOD OF TRANSPORTATION: District Approved Drivers.

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

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PURPOSE OR JUSTIFICATION FOR TRIP: To compete as 1/8 Finalists in the Next Generation Jazz Festival

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

ACCOMMODATIONS (Include complete address): 2 Portola Plaza, Monterey, CA 93940 (888) 222-5851

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 ASB #2347 Choir Account

LODGING & OTHER: Fundraising ASB #2347 Choir Account

NUMBER OF STUDENTS PARTICIPATING: Male: 9 Female: 10 Total: 19

CERTIFICATED GROUP LEADER: Jeffrey Gilbert* 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: Jeffrey Gilbert*#, Jim Evans

NAME(S) OF FEMALE SUPERVISORS: Kristin Evans#, Tracy Makar#, Christine Lopez#

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: 2/20/19

Principal (signature required): _____

Date: 2/19/19

Superintendent: _____

Date: 2/25/19

Governing Board (if required): _____

Date: _____

REQUEST FOR TRIP APPROVAL

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DATE OF REQUEST: 2/19/19 SCHOOL: Valencia H.S.

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

TRIP DAYS/DATES: 4/5-4/7 2019 DEPARTURE TIME: 1pm RETURN TIME: 2pm 4/7, 2019

DESTINATION: Next Generation Monterey Jazz Festival

METHOD OF TRANSPORTATION: District Approved Drivers.

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

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PURPOSE OR JUSTIFICATION FOR TRIP: To compete as 1/8 Finalists in the Next Generation Jazz Festival

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

ACCOMMODATIONS (Include complete address): 2 Portola Plaza, Monterey, CA 93940

(888) 222-5851

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 ASB #2347 Choir Account

LODGING & OTHER: Fundraising ASB #2347 Choir Account

NUMBER OF STUDENTS PARTICIPATING: Male: 7 Female: 9 Total: 16

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, Steve Griffith#

NAME(S) OF FEMALE SUPERVISORS: Jamie Vincent# (Kristen) Jillian Griffith# Lisa Borchart# Christine Mocha*

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: 2/20/19

Principal (signature required): [Signature]

Date: 2/19/19

Superintendent: [Signature]

Date: 2/25/19

Governing Board (if required): _____

Date: _____

REQUEST FOR TRIP APPROVAL

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☒ OVERNIGHT / OUT-OF-STATE TRIPS

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DATE OF REQUEST: 02-12-2019 SCHOOL: Valencia

GROUP: FBLA ADVISOR/COACH: Dennis Mifflin

TRIP DAYS/DATES: April 25-26, 2019 DEPARTURE TIME: 8am RETURN TIME: 5pm

DESTINATION: Sacramento Convention Center, 1400 J St., Sacramento, CA 95814

METHOD OF TRANSPORTATION: Parent drop off at airport, Southwest Airlines, taxi, Parents pick up own students at airport.

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

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PURPOSE OR JUSTIFICATION FOR TRIP: CTE Competition

HOW MANY DAYS/PERIODS WILL STUDENTS BE ABSENT? 2 DAYS OR 0 PERIODS

ACCOMMODATIONS (Include complete address): Holiday Inn Express, 728 16th St., Sacramento, CA 95814

NUMBER OF SUBSTITUTE TEACHERS REQUIRED: 1 substitute(s) for 2 DAYS OR PERIODS

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: Perkins

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

TRANSPORTATION: Student fundraising / Perkins

LODGING & OTHER: Student fundraising / Perkins - teacher

NUMBER OF STUDENTS PARTICIPATING: Male: 4 Female: 2 Total: 6

CERTIFICATED GROUP LEADER: Dennis Mifflin CELL PHONE:

A minimum of two supervisors is required per bus. For overnight and out-of-state trips, a ratio of 1 supervisor per 12 students is required. Where the student group is co-ed, both male and female supervisors shall accompany the group. (Indicate supervisors' status: asterisk (*) for certificated employees; plus sign (+) for classified or other employee of the District, and number sign (#) for persons that will transport students).

NAME(S) OF MALE SUPERVISORS: *Dennis Mifflin

NAME(S) OF FEMALE SUPERVISORS: *Tanja Brosche (WR)

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: 2/14/19

Principal (signature required): [Signature] Date: 2/16/19

Superintendent: [Signature] Date: 2/25/19

Governing Board (if required): Date:

REQUEST FOR TRIP APPROVAL

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DATE OF REQUEST: 02-07-19 SCHOOL: Valencia

GROUP: Valencia Choir ADVISOR/COACH: Christine Mocha

TRIP DAYS/DATES: June 11 - 20, 2019 DEPARTURE TIME: 11pm RETURN TIME: 11am

DESTINATION: Greece & Italy

METHOD OF TRANSPORTATION: Airplane, Charter Bus, parents transporting their own students to/from LAX

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

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PURPOSE OR JUSTIFICATION FOR TRIP: To perform in Greece & Italy, and visit Pompeii & The Coliseum

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

ACCOMMODATIONS (Include complete address): Three hotels: Bomo Palace Hotel, Athens, Greece / Hotel Central Sorrento, Italy / Hotel Tiberto, Rome Italy

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: Fundraising

LODGING & OTHER: Fundraising

NUMBER OF STUDENTS PARTICIPATING: Male: 4 Female: 16 Total: 20

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, Jean Bellefeuille

NAME(S) OF FEMALE SUPERVISORS: *Christine Mocha, *Elizabeth Wilson (HA), Carla Bellefeuille,

Jennifer Cohan

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: 2/12/19

Principal (signature required): [Signature] Date: 2/12/19

Superintendent: [Signature] Date: 2/18/19

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: 2.11.19 SCHOOL: WRHS

GROUP: FBLA ADVISOR/COACH: Tanja Brosche

TRIP DAYS/DATES: 3/14-3/15/19 DEPARTURE TIME: 3/14 Noon RETURN TIME: 3/15 6PM

DESTINATION: Sacramento Sheraton Grand

METHOD OF TRANSPORTATION: Parent will transport student to airport, Super Shuttle will transport from airport to hotel in Sacramento

*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: March Board meeting, prepare for State leadership conference in April

HOW MANY DAYS/PERIODS WILL STUDENTS BE ABSENT? 1 DAYS OR 3 PERIODS

ACCOMMODATIONS (Include complete address): Sheraton Grand, 1230 J. Street, Sacramento, CA 95814

NUMBER OF SUBSTITUTE TEACHERS REQUIRED: 2 substitute(s) for 1 DAYS OR PERIODS

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: FBLA State funds

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

TRANSPORTATION: FBLA State funds

LODGING & OTHER: Same as above

NUMBER OF STUDENTS PARTICIPATING: Male: 1 Female: _____ Total: 1

CERTIFICATED GROUP LEADER: *Tanja Brosche 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: *William Hughes

NAME(S) OF FEMALE SUPERVISORS: *Tanja Brosche

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: _____

Principal (signature required): _____

Date: 2/11/19

Superintendent: _____

Date: 2/18/19

Governing Board (if required): _____

Date: _____