

# 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: Feb 12 2019 SCHOOL: Hart Erin Anderson  
Sam Francisco  
GROUP: Competition Cheer ADVISOR/COACH: L Parra, Jaycee Schiente  
TRIP DAYS/DATES: Fri Feb 22 Sat Feb 23/2019 DEPARTURE TIME: 9AM RETURN TIME: Saturday Sunday  
DESTINATION: Anaheim Convention Center of Disneyland By midnight  
METHOD OF TRANSPORTATION: parents driving own kids  
\*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: National Championship Competition  
HOW MANY DAYS/PERIODS WILL STUDENTS BE ABSENT? 1 DAYS OR 2035 S. Harbor Blvd PERIODS  
ACCOMMODATIONS (Include complete address): Hwy 66 @ Anaheim Resort Conv. Ctr Anaheim CA  
NUMBER OF SUBSTITUTE TEACHERS REQUIRED: 1 substitute(s) for 1 DAYS OR 92802 PERIODS  
FUNDING SOURCE FOR SUBSTITUTE TEACHERS: \_\_\_\_\_

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

TRANSPORTATION: parents are driving their student - private autos  
LODGING & OTHER: Cheer Booster Funds

NUMBER OF STUDENTS PARTICIPATING: Male: 0 Female: 13 Total: 13  
CERTIFICATED GROUP LEADER: Lisa Parra 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: 0

NAME(S) OF FEMALE SUPERVISORS: Jaycee Schiente, Erin Anderson, Sam Francisco, Stephanie Rydall, Robin Santamaria

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: \_\_\_\_\_