

# 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: 2/25/19 SCHOOL: West Ranch High School  
GROUP: Junior State of America Club ADVISOR/COACH: Laura Arrowsmith  
TRIP DAYS/DATES: 4/13-4/14/19 DEPARTURE TIME: 4/13 7:30AM RETURN TIME: 4/14 5PM  
DESTINATION: Sheraton Gateway, 6101 Century Blvd. Los Angeles, CA 90045

METHOD OF TRANSPORTATION TO DESTINATION: District approved drivers Laura & Todd Arrowsmith

METHOD OF TRANSPORTATION WHILE AT DESTINATION (EX: FROM AIRPORT TO HOTEL OR HOTEL TO VENUE):

\*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: Spring State Convention Democracy in th 21st Century

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

ACCOMMODATIONS (Include complete address): Sheraton Gateway, 6101 Century Blvd. Los Angeles, CA 90045

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: \_\_\_\_\_

LODGING & OTHER: Fundraising, Donations and ASB Trust Account

NUMBER OF STUDENTS PARTICIPATING: Male: 4 Female: 8 Total: 12

CERTIFICATED GROUP LEADER: \*Laura Arrowsmith 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: \*#Laura Arrowsmith

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: 2/27/19  
Principal (signature required): [Signature] Date: 2/27/19  
Superintendent: [Signature] Date: 3/7/19  
Governing Board (if required): \_\_\_\_\_ Date: \_\_\_\_\_

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DATE OF REQUEST: 3/11/19 SCHOOL: West Ranch High school  
GROUP: FBLA ADVISOR/COACH: Tanja Brosche  
TRIP DAYS/DATES: 4/25-4/28/19 DEPARTURE TIME: 4/25 1PM RETURN TIME: 4/28 1PM  
DESTINATION: Sacramento Convention Center, 1400 J St. Sacramento CA 95814  
METHOD OF TRANSPORTATION TO DESTINATION: Parent transp. to airport, airplane, shuttle to hotel  
METHOD OF TRANSPORTATION WHILE AT DESTINATION (EX: FROM AIRPORT TO HOTEL OR HOTEL TO VENUE):

PURPOSE OR JUSTIFICATION FOR TRIP: FBLA State leadership Conference

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

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

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

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: FBLA Trust Account

TRANSPORTATION:	Fundraising, donations and ASB Trust Account
LODGING & OTHER:	Fundraising, donations and ASB Trust Account

NAME(S) OF MALE SUPERVISORS: \*Dennis Mifflin (VHS FBLA Advisor) ✓

NAME(S) OF FEMALE SUPERVISORS: \*Tanja Brosche ✓