

# South Pasadena Unified School District

## Board Approved Trips: Overnight, Out-of-State, Airplane, Special Conditions

*Instructions: Use this form when an instructional /athletic trip needs to be Board approved - trips which involve staying overnight, going out of state, being transported by airplane, or other special conditions not usually seen in daily trips.*

Organization/Group Boys/Girls Track School SPHS Grade 9-12

Teacher/Requestor Greg Luna (Print) Date of Trip 4/14/17 Day Friday

DESTINATION: San Diego (Jim Cerveny Track Invitational)

### PLEASE STATE INSTRUCTIONAL STANDARDS AND/OR PURPOSE OF TRIP

Participation/Compete in Track Invitational  
(Friday 4/14 - Saturday 4/15)

Teacher Substitute Required (List Dates Needed) \_\_\_\_\_

### TRANSPORTATION BY

Bus \_\_\_\_\_ Car \_\_\_\_\_ Airplane \_\_\_\_\_ Other (Specify) Rental Vans

Bus Company \_\_\_\_\_ No. of Buses 2 Est. Number of Miles 250

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

Number of: Students 24 Staff 2 Parents/Volunteers 2 Total # Passengers 28

Account Name SPHS Athletics Account # /Group to be billed Transportation Total Cost/student \$100.00

### Names of Teacher(s) Other Adult(s) Accompanying Students

1 <u>C.B. Richards</u>	Title: <u>Head Coach</u>	Print on File	Over 21 yrs. Old
2 <u>Sharon Studdart</u>	Title: <u>Track Coach</u>	✓	✓
3 _____	Title: _____		
4 _____	Title: _____		

(Attach additional listing of chaperones if necessary.)

(check box)

### TIME SCHEDULE

Bus Arrival at Site 2:00 am/pm Departure from Site 3:00 am/pm Destination Arrival 6:00 am/pm  
Departure from Destination 6:00 am/pm Return time to Site 8:30 am/pm

### PICK-UP AND DELIVERY POINTS

Pick-Up/School SPHS Specific Address 1401 Fremont Ave South Pasadena

Unloading Location Red Roof Inn Specific Address 4545 Mission Bay Dr San Diego

Stopping for meals Yes ✓ No \_\_\_\_\_ Lunch provided by Food Service NO Student YES

### APPROVAL

Teacher/Requestor Approval Greg Luna Date 4/10/17

Principal Approval John Anderson Date 4/10/17

Authorization/ Approval David K. Jones (Assistant Superintendent of Instruction) Date 4/12/17

Board Approval \_\_\_\_\_ Superintendent's Signature \_\_\_\_\_ Date \_\_\_\_\_

Distribution Copies to: Originator (Teacher), Site Secretary, Food Services, AP Technician (if bus ordered)

**FORM 2**  
Rev 12/2008

South Pasadena Unified School District

Board Approved Trips: Overnight, Out of State, Airplane,  
Special Conditions

ADDENDUM

SPUSD Staff Person in Charge: Coach CB Richards

Staff Person's Direct Phone Number: 626-441-5820 X2980

*Please answer the following questions and forward along with the original SPUSD Board Approved Trips, FORM 2*

1. In accordance with Education Code 35331, all persons on the field trip have accident/medical insurance coverage. Check one: YES ☒ NO ☐

2. Has this trip been taken before in SPUSD? Check one: YES ☐ NO ☒

3. If substitutes are required, which resource will cover costs?

Track Team booster account

4. What arrangements have been made for students to makeup any homework and/or assessments? If n/a, please indicate reason.

n/a - Friday to Saturday only

5. What arrangements have been made for students who cannot afford the trip's costs?

fundraiser opportunity is available to families of student. Assist at Tiger Invite on 4/7/17

6. What is the contact information for the accommodations, e.g. hotel, university, camp, etc.?

Name of sleeping location: Red Roof Inn 4545 Mission Bay dr

Phone number: 855-201-7819 San Diego

APPROVALS

Teacher/Requestor: Reg. Lima Date: 3/30/17

Principal: [Signature] Date: 3/30/17

Asst. Supt. of Instruction: [Signature] Date: 4/12/17

Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_