

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 Virtual Business School SPHS Grade 11-12
 Teacher/Requestor Mason (Print) Date of Trip 3/26/17 Day Sun & Mon
 & 3/27/17

DESTINATION: Bay Area Trade Fair & Conference

PLEASE STATE INSTRUCTIONAL STANDARDS AND/OR PURPOSE OF TRIP

Students will compete with 100 other schools at the Bay Area Trade Fair, in both team & individual competitions, and attend business workshops.

Teacher Substitute Required (List Dates Needed) 3/27/17 - Monday

TRANSPORTATION BY

Bus Car _____ Airplane _____ Other (Specify) _____

Bus Company Roadrunner No. of Buses 1 Est. Number of Miles 300

Contact Person _____ Phone _____

Number of: Students 56 Staff 4 Parents/Volunteers _____ Total # Passengers 36

Account Name CTE Account # /Group to be billed 010-963520-71100 Total Cost/student 50.00
10000 - 5220 - 2000230 For Hotel

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

		Print on File	Over 21 yrs. Old
1 <u>Cathy Mason</u>	Title: <u>CTE Teacher, SPHS</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2 <u>Mike Hogan</u>	Title: <u>CTE Teacher, SPHS</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3 <u>Sandra Matson-Fennell</u>	Title: <u>CTE Teacher, SPHS</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4 <u>Garrett Shorr</u>	Title: <u>Comp Sci Teacher, SPHS</u>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

(Attach additional listing of chaperones if necessary.)

(check box)

TIME SCHEDULE

Bus Arrival at Site 12:05 am/pm, Departure from Site 12:30 am/pm, Destination Arrival 7:30 am/pm

3/26/17 Departure from Destination 2:00 am/pm, Return time to Site 9:00 am/pm

PICK-UP AND DELIVERY POINTS pick up on Diamond

Pick-Up/School SPHS Specific Address 1401 Fremont Ave., South Pasadena 91030

Unloading Location Waterfront Hotel Oakland Convention Ctr. Specific Address 10 Washington St., Oakland, CA 94607

Stopping for meals Yes No _____ Lunch provided by Food Service _____ Student

APPROVAL

Teacher/Requestor Approval C. Mason Date 12/6/16

Principal Approval Paul Anderson Date 12/6/16

Authorization/ Approval [Signature] Date 12/6/16
(Assistant Superintendent of Instruction)

Board Approval _____ Superintendent's Signature _____ Date _____
(Date)

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

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ADDENDUM

SPUSD Staff Person in Charge: Cathy mason

Staff Person's Direct Phone Number: 2513

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 [X] NO

2. Has this trip been taken before in SPUSD? Check one: YES [X] NO

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

CTE

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

Students will need to have an official school form signed by teachers and arrangements are made for the individual student. All work is to be completed.

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

The ASB Fundraising account will cover the expenses.

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

Name of sleeping location: The Waterfront Hotel

Phone number: (510) 379-2652

APPROVALS

Teacher/Requestor: C. mason Date: 11/5/16

Principal: Janet Anderson Date: 12/6/16

Asst. Supt. of Instruction: [Signature] Date: 12/6/16

Superintendent: _____ Date: _____