

Palisades Charter High School

REQUEST FOR APPROVAL OF SCHOOL-ORGANIZED TRIP FOR STUDENTS

Check the appropriate box: [X] Field Trip [ ] School Journey [ ] Curricular Trip [ ] Athletic Trip [ ] Curricular Buss Tour [ ] OTHER (Describe) \_\_\_\_\_

Name of School: Palisades Charter High School Employee: Supervising trip Kolavo, Brad Certified [X] Non-Cert. \_\_\_\_\_ Telephone Number (310) 230-6623 Grade levels (Circle) 9 10 11 12 OTHER \_\_\_\_\_

- 1. Destination Anaheim Marriott Are admission fees charged? Yes [X] No \_\_\_\_\_
2. Dates of Trips 3/7 - 3/10 3. Number of Students 54 Number of adults 4
4. Name and employee number of employee who will go on trip: Brad Kolavo
5. Substitute required? Yes [X] No \_\_\_\_\_ How Many? 1 Source of funds CTE
6. Time schedule required by school: Leave School March 7 at Lunch Arrive destination March 7 by 2pm
Leave destination March 10 11:30am Return school March 10 1pm
7. Duration of trip: Less than one day \_\_\_ One day [X] Overnight 3 (if overnight, how many days?)
8. Method of transportation: School bus (indicate number required) \_\_\_ Walking \_\_\_ Automobile \_\_\_
Public Carrier: airplane \_\_\_ boat \_\_\_ bus [X] train \_\_\_ other \_\_\_ (explain)
Charter Bus through American Transportation
9. Brief description of educational benefit to be derived form this activity. Please state specifically as an instructional objective (not required for athletic trips of Youth Services Activities) The students will attend the 2024 State Career Development Conference for DECA in Anaheim
10. Source of funds for trip \_\_\_\_\_

NOTE: It is illegal to charge students or parents for participation in any activity for which ADA will be taken.

- 11. Have the locations of the nearest emergency facilities been obtained? Yes [X] No \_\_\_\_\_
12. Have forms for parent's or guardian's permission been obtained? Yes [X] No \_\_\_\_\_
13. If hiking or camping activity:
a. Have the ranger, sheriff, police or other emergency personnel been notified of intent to be in the area? Yes \_\_\_\_\_ No \_\_\_\_\_
b. Has the area been checked for potential hazards? Yes \_\_\_\_\_ No \_\_\_\_\_
c. Has the School Police Department been notified of the trip? Yes \_\_\_\_\_ No \_\_\_\_\_

APPROVALS:

Principal or Asst. Principal \_\_\_\_\_ Date: \_\_\_\_\_

Board of Trustees\* \_\_\_\_\_ Date: \_\_\_\_\_

\* ONLY TRIPS INVOLVING SITES NOT ON APPROVED LIST MUST BE PROCESSED THROUGH THE PALISADES CHARTER HIGH SCHOOL BOARD OF TRUSTEES.

## QUICK REGISTRATION GUIDE

### California DECA State Career Development Conference

March 7-10, 2024  
Anaheim Marriott

**Registration Link:**

[www.decaregistration.com/ca](http://www.decaregistration.com/ca)

**Registration Fee:**

\$85.00 per participant

**Hotel:**

Anaheim Marriott  
700 W. Convention Way  
Anaheim, CA 92802

**Hotel Fee:**

\$722.79 per room  
including taxes and fees,  
for all three required-stay nights

**Send Hotel & Registration Payments to:**

California DECA  
PO Box 1440  
Owasso, OK 74055

**Event Limitations:**

- One Series Event & One Written Event
- See Conference Policies & Procedures Document for list of eligible events

**Key Dates:**

**Registration Deadline:**

- February 6, 2024
- *See Checklist on next page*
- Completed in Registration Portal
- Check postmarked by this date

**Hotel Deadline:**

- February 6, 2024
- Detailed instructions on Form C
- Completed in Registration Portal
- No changes to housing after this date
- Check postmarked by this date

**Change/Drop Deadline:**

- February 12, 2024 by 5:00pm
- *No Event Changes After This Date*

**Written Events Deadline:**

- All Written Projects (10 & 20 Pagers)
- Written entry submission window  
February 13-15, 2024
- Must be uploaded online by 5:00pm of  
Thursday, February 15
- Detailed instructions on Form D



Palisades Charter High School

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Monica Iannone

Nisa Saxon, Zofia Lamprecht

CONFERENCE/TRAVEL REQUEST FORM

Myrna Cervantes Shirin Ramzi, Angelica Pereyra, Lucia Pereyra

Employee Attendee(s) Name(s): Adelina Aleman, Aurora Martinez, James Buckman, Synclia...
Department/Site: Fuerza Unida Date of Request: 10-19-23
Name of Conference/Activity: Preparate
Organization/Company Holding the Conference/Activity: College Board
Location of Conference/Activity: Austin, Texas Date(s) of Conference/Activity: April 24-26, 2024
Purpose/Rationale (How will this conference/activity be of value to the school?) Preparate highlights national models that are successfully preparing Latinx students for college. We will discuss new solutions to make...

Table with 4 columns: Estimated Expenditures, Pali to Pay Directly, Reimbursement Requested, Cost. Rows include Conference Registration, Certificated Substitute(s), Travel - Mileage, Travel - Airfare, Travel - Ride Sharing Svs/Taxi/Shuttle, Lodging, Meals, and Other (Parking, Tolls, Conference Materials, etc.).

without prior approval from an administrator. Upon returning from an approved event, attendee must submit an itemized Request for Reimbursement and/or a Mileage Report & Reimbursement Claim form with a copy of this form, the activity agenda/program, and all original itemized receipts for any out of pocket expenses to supervisor within 3 to 5 days of return. Expenses submitted without original itemized receipts will not be reimbursed.

Requestor Signature: Myrna Cervantes

Executive Director Approval: \_\_\_\_\_ Date: \_\_\_\_\_
Funding Source: \_\_\_\_\_ SACS Code: \_\_\_\_\_
Will costs be reimbursed by another organization? Yes/No If so, what organization? \_\_\_\_\_
Board of Trustee/Designee Approval: \_\_\_\_\_ Date: \_\_\_\_\_
Board Approval Date (if applicable): \_\_\_\_\_ Business Office Review (initial) (date)