

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

1. Destination The Joe and Vi Jacobs Center Are admission fees charged? Yes \_\_\_\_\_ No [X] \_\_\_\_\_
2. Dates of Trips 12/3 and 12/4 3. Number of Students 13 Number of adults 2
4. Name and employee number of employee who will go on trip: Brad Kolavo and David Carini

5. Substitute required? Yes [X] No \_\_\_\_\_ How Many? 2 Source of funds CTE
6. Time schedule required by school: Leave School Sunday 12/3 at 1pm Arrive destination Sunday 12/3 at 3:30pm
Leave destination Monday 12/4 at 3pm Return school Monday 12/4 at 6pm
7. Duration of trip: Less than one day \_\_\_ One day [X] Overnight \_\_\_\_\_ (if overnight, how many days?) 1
8. Method of transportation: School bus (indicate number required) \_\_\_ Walking \_\_\_\_\_ Automobile rental
Public Carrier: airplane \_\_\_\_\_ boat \_\_\_\_\_ bus \_\_\_\_\_ train \_\_\_\_\_ other \_\_\_\_\_ (explain) \_\_\_\_\_

9. Brief description of educational benefit to be derived from this activity. Please state specifically as an instructional objective (not required for athletic trips of Youth Services Activities) The students will participate in the VEI San Diego tradeshow. They will compete in the booth and salesmanship competition. During this time, students will setup and participate in the tradeshow.

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 in process 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 [Signature] Date: 11/7/2017

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

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