

FEB 12 2016

Woodland Joint Unified School District

WJUSD ED SERVICES

Overnight Field Trip or Activity

This form is to be completed and submitted ONE MONTH IN ADVANCE, but no later than TEN DAYS prior to the next regularly scheduled Board meeting. If not complete, form will be returned to school site principal. ALL INFORMATION MUST BE TYPED.

- To: Educational Services
From: Principal S. Reese School Pioneer High School Date November 17, 2015
Re: SkillsUSA State Leadership and Skills Conference (Proposed Activity Requiring Overnight Supervision)
1. Teacher In Charge D. Bayne/T. Althausen
2. Name of Group PHS SkillsUSA
3. Destination San Diego, CA
4. Date and Time of Departure Depart Sacramento for San Diego March 31, 2016, 4:30am (approx)
5. Date and Time of Return Depart San Diego April 3, 1 pm (approx)
6. Number of Adult Chaperones 3
7. Number of Students Participating 20 (approx)
8. Educational Purpose of Trip/Activity (Briefly describe) State Leadership and Skills Conference
9. Parent Permission Slips Received Yes
10. Type of Overnight Accommodations or Housing Town and Country Resort and Conference Center
11. Type of Transportation: (please "x" choice)
A. School Bus B. Private Charter C. Private Vehicle XX D. Commercial Carrier
12. How will the activity be funded? Student funds; student fundraising; Perkins pays instructor expenses; District CTE
13. Contact with Vendor Yes XX No. If yes, please attach copy of contract.

THIS VERIFIES THAT ALL DISTRICT REQUIREMENTS WILL BE MET. MUST BE COMPLETED IF APPLICABLE. Board Policy 8153 and Administrative Regulation 8153 have been followed. Fundraising has been conducted as specified in BP 8153 and AR 8163 and the timeline for submission as specified in BP 8153 and AR 8163 has been followed. Personnel has been contacted regarding subs, if necessary. Form 500-2 "Voluntary Excursion/Field Trip and Medical Authorization-Minor" will be obtained from each parent/guardian. A first aid kit will be provided. At least one adult accompanying the students will have a current American Red Cross First Aid/CPR Certificate. Name: T. Althausen If transportation is by private vehicle(s): Form 600-4 "Notification to Adults Driving Private Vehicles" will be obtained from driver(s). Form 600-5 "Notification to Parent/Guardian of Students Riding in Private Vehicles While Participating in a School Sponsored Trip/Activity" will be obtained from each parent/guardian. Form 500-6 "Field Trip - Private Driver Log" will be completed to verify the names of students who will be transported by each individual driver.

Signature that the Principal has verified that all District requirements will be met and is recommending the trip.

Principal's Signature [Signature] Date 2/11/16
Associate Superintendent's Signature [Signature] Date 2/12/16

PHS SkillsUSA State Conference 2016 Itinerary (**PRELIMINARY**)

**Thursday, March 31, 2016**

4:30 am: Depart for San Diego

(Bring Sack Breakfast / Lunch on the road TBA)

Approximately 2:00: Arrive at hotel:

Town and Country Resort and Conference Center, <http://towncountry.com/>

4:30-7:00: Conference Registration, practice OC & QB, Dinner (Official Dress)

7:00 pm: Opening Ceremonies (Official Dress)

8:45 pm: PDP test (required for ALL students)

8:45 pm: Advisor Meeting

9:45 pm: Job Interview Sign-Ups

10:30 pm: Curfew

**Friday, April 1, 2016**

8:00 am: Leadership Contests begin (schedule TBA)

9:30 am: Skill Contest Pre-Sessions Begin (time TBA)

4:30 pm: Delegate Orientation (Official Dress) (ALL students)

TBA: Leadership Training

7:00 pm: Formal Banquet (Official Dress) (ALL Students & Chaperones)

9:00 pm: Delegate Meeting (Official Dress) (ALL students)

10:30 pm: Curfew

**Saturday, April 2, 2016**

7:00 am: Report to Skill Contest

8:00 am: Skill Contests Begin

TBA: Leadership Training

4:00: Delegate Meeting and Election (Official Dress)

7:00 pm: Social Event

TBA: Dinner

10:30 pm: Curfew

**Sunday, April 3, 2016**

7:30 am: Awards ceremony (Official Dress)

Immediately After: National Conference Meeting

Lunch (somewhere on the road)

12:30 (approx): Depart for Woodland

9:00 (approx): Arrive Woodland