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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)
- Teacher In Charge D. Bayne/T. Althausen
 - Name of Group PHS SkillsUSA
 - Destination San Diego, CA
 - Date and Time of Departure Depart Sacramento for San Diego March 31, 2016, 4:30am (approx)
 - Date and Time of Return Depart San Diego April 3, 1 pm (approx)
 - Number of Adult Chaperones 3
 - Number of Students Participating 20 (approx)
 - Educational Purpose of Trip/Activity (Briefly describe) State Leadership and Skills Conference
 - Parent Permission Slips Received Yes
 - Type of Overnight Accommodations or Housing Town and Country Resort and Conference Center
 - Type of Transportation: (please "x" choice)
A. School Bus _____ B. Private Charter _____ C. Private Vehicle XX D. Commercial Carrier _____
 - How will the activity be funded? Student funds; student fundraising; Perkins pays instructor expenses; District CTE
 - 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 6153 and Administrative Regulation 6153 have been followed. Fundraising has been conducted as specified in BP 6153 and AR 6153 and the timeline for submission as specified in BP 6153 and AR 6153 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

Date

Associate Superintendent's Signature

Date

NCR

Form 100-43

Revised: February 2011

Date of Board Approval

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