

Woodland Joint Unified School District

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Overnight Field Trip or Activity

MAR 10 2016

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 Karrie Sequeira School Woodland High School Date 1/26/16
- Re: Clovis East Field Day
(Proposed Activity Requiring Overnight Supervision)
- Teacher In Charge Briana Stoops
 - Name of Group Woodland FFA- Veterinary Science Team
 - Destination Clovis, CA
 - Date and Time of Departure Friday, 4/8/16 3:00pm
 - Date and Time of Return Saturday, 4/9/16 7:00pm
 - Number of Adult Chaperones 1
 - Number of Students Participating 5
 - Educational Purpose of Trip/Activity (Briefly describe) Students will compete in a Veterinary Science Contest.
 - Parent Permission Slips Received yes
 - Type of Overnight Accommodations or Housing Country Inn & Suites by Carlson
 - Type of Transportation: (please "x" choice)
A. School Bus _____ B. Private Charter _____ C. Private Vehicle X D. Commercial Carrier _____
 - How will the activity be funded? Woodland FFA Boosters
 - Contract with Vendor _____ Yes X 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: Briana Stoops
- ☒ If transportation is by private vehicle(s):
- ☒ Form 500-4 "Notification to Adults Driving Private Vehicles" will be obtained from driver(s).
- ☒ Form 500-5 "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

Clovis FFA Vet Science CDE Contest Itinerary

Friday, April 8

3:15pm- leave WHS for Clovis

7:00pm- check into hotel, team practice, dinner

Saturday, April 9

8:00am- contest registration at Clovis East HS

8:30am- contest begins

12:30pm- contest ends, lunch

1:30pm- leave Clovis East HS for WHS

5:30pm- arrive at WHS