

Woodland Joint Unified School District

RECEIVED

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 3/1/16
Re: Cal Poly State FFA Finals Field Day (Proposed Activity Requiring Overnight Supervision)
1. Teacher In Charge Delsol
2. Name of Group Woodland FFA
3. Destination Cal Poly, San Luis Obispo
4. Date and Time of Departure Friday, 5/6/16 9:00am
5. Date and Time of Return Saturday, 5/7/16 11:30pm
6. Number of Adult Chaperones 2
7. Number of Students Participating 8
8. Educational Purpose of Trip/Activity (Briefly describe) Students will compete in a field day competition
9. Parent Permission Slips Received yes
10. Type of Overnight Accommodations or Housing Motel 6 Morro Bay
11. Type of Transportation: (please "x" choice)
A. School Bus B. Private Charter C. Private Vehicle X D. Commercial Carrier
12. How will the activity be funded? Woodland FFA Boosters
13. 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: [Signature] Date: 3/2/16
Associate Superintendent's Signature: [Signature] Date: 3/1/16

## Cal Poly State Finals Itinerary

### Friday, May 6

9:00am- Leave WHS for San Luis Obispo

4:00pm- Check into hotel

5:00pm- Dinner

7:00pm- Judging Team Practice

### Saturday, May 7

8:00am- Contest registration at Cal Poly SLO

8:30am- Contest begins

3:00pm- Contest Ends

4:00pm- Awards Ceremony

5:30pm- Leave Cal Poly SLO for WHS

11:30pm- Arrive at WHS