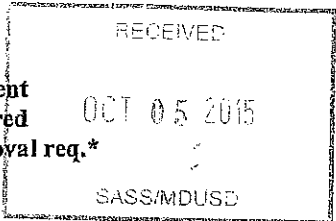


REQUEST FOR FIELD TRIP -Please check below:

Under 30 miles-Principal approval and copy to Assistant Superintendent

Over 30 miles - Principal & Assistant Superintendent approval required

Overnight/Out-of-State - Principal, Assistant Superintendent & Board approval req.*



DATE:

10/1/15

TO:

J. Eagan

Assistant Superintendent (Elementary/Middle/High School)

FROM:

Susan Sutherland

5664

Teacher's Name

Extension

Sequoia Middle

School Name

Date of Trip:

1/28/16-1/30/16

(Need Request at least 45 days in advance of trip)

Destination:

Disney Leadership Conference

& Physical Address: 1000 Disneyland Dr. Anaheim CA 92803

Transportation:

American Stage

(how are you traveling?)

(Only American Stage, Michael's and Sierra Pacific are District approved charter bus carriers)

Total Cost of Trip:

\$12,800

How Trip is funded (ie: grant, parent donations, fundraising)

parent donation

fundraising*

Funds held in this account:

14,799

**

Purpose of Trip (Detail How the Trip is tied to the Curriculum)

Improve Leadership skills / Team building

Group or Class Participating :

Leadership

(please spell out)

of Students Attending

32

of Adults Attending

6

Names of Certificated Staff & Chaperones attending

Paula + Brian Crawford, Dawn Janssen, Tina Snowden
Patricia Zacharakis, Susan Sutherland

Please check here to indicate you have collected Permission Slips and that a copy will be kept in your school office along with your approved/signed Field Trip Request

If parents are driving, check here that you have collected chaperone agreements and car insurance.

Please check here to indicate all students interested are allowed to participate; even if they cannot pay**

Principal's Approval

Date

[Signature] 10/1/15

Assistant Superintendent's Approval/Date

Board Approved on 10/26/15

[Signature] 10/5/15

Please return form to:

Revised 6/30/15

*not required but available