

REQUEST FOR FIELD TRIP

DATE: 12/19/14 REQUIRES BOARD APPROVAL? Yes/No

TO: Chris Holleran 1 Assistant Superintendent High Schools

FROM: Debbie Allen 3434 Teacher's Name (Print Legibly) Extension

Mt. Diablo High School Name

Date of Trip: April 25-28, 2015

Destination: Fresno

Trip is Funded by: FHA-HERO \*\*\*

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

Statewide Leadership Conference and Competition

Classes Participating: Serendipity

# of Students Attending 20 \*\* # of Adults Attending 2 \*\*

\*\* Please attach the list of students and adult chaperones attending.

Names of Certificated Staff attending:

Debbie Allen Kevin Fuller

If your trip is out of state or overnight, it must be approved by the Board. In order to accomplish this, please provide all trip details at least 6 weeks in advance so our Department can prepare a docket for the next board meeting.

Check here to indicate you have collected High School Permission Slips and that a copy will be kept in your school office.

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

Principal's Approval Date Assistant Superintendent's Approval

Please return form to: Cherie Adcock, MDHS

Teachers Please Note: Secondary field trip requests (originals, no faxes) are to be approved by Donna Campbell, Assistant Superintendent, at least 10 school days prior to the field trip date.

RECEIVED

JAN 05 2015

FIELD TRIP PROPOSAL Mt. Diablo High 2013-2014

To: ~~Mr. Adam Byrd~~ V.P. in charge of curriculum Today's Date: 12/19/14 (Must be at least 4 weeks in advance)

From: Debbie Allen Home Phone # 9253057981 Sub required? Yes  No

Day of trip: Sat. - Tues. \*(Tu./ Wed./Th.) \*No Monday's or Friday's without prior Admin approval\*

Date of Trip: 4/25 - 4/28 \*(NO Times during Blackout days. Please check school calendar first.)

Destination w/Full Address: 1055 Van Ness Ave. Fresno, CA

Destination Phone # \_\_\_\_\_ Include exact schedule on back if more than one destination.

No. of Students: 20 No. of Teachers: 2 No. of Other Adults \_\_\_\_\_ No. of Buses: 1

No. of students with special needs: 0 Students with special needs must be accommodated on field trips. Accommodations: \_\_\_\_\_

TIME SCHEDULE:

Leave MDHS: 8:00 am	Arrive @ Destination: 11:00 am
Leave Destination: 1:00 pm	Arrive @ MDHS: 4:00 pm

Contact Phone # while on trip (cell): 925 305-7981

MEANS OF TRANSPORTATION: (CHECK BELOW) \* NO Rental Vehicles\*

No. of Buses Required: Charter Bus	Public Transportation / BART:
Use Private Vehicle(s):	Walking:

CURRICULAR INFORMATION: (Complete ALL boxes for approval)

Grade/Class/Organization: 10-12	Department Chair Signature: <i>D. Allen</i>
Purpose of Trip: FMA HERO State Leadership Conference	
Objective: Competition	
Cite Specific Educational STANDARDS aligned: 9.0, 5.0, 7.0 anchor standards H.T.R. 2.0, B2.0 B3.4 B9.2, B7.4, B7.3, B7.2	
Preparation of Students: After school hours	
Evaluation Procedures: Leadership activities professional criticism, personal reflection	

PAYMENT FOR FIELD TRIP:

Instructional Funds	%	\$	Substitute:
Student Pay	%	\$	Paid Substitute: S
Other:	%	\$	Coverage within Department (specify with who and what period)

For use by Curriculum Vice Principal: Initial approval: *ASP - Pending board approval* Not approved: \_\_\_\_\_

Final approval: \_\_\_\_\_ Not approved: \_\_\_\_\_

Not approved for the following reasons: \_\_\_\_\_