Administrative Support
Cabinet Level Approval Request
VTWT FieldTrip

Agenda Item: Trips to Pomona Unified School District Stadium – Pomona, California.
(Title)

Requested Action: __x_Approve ___Information/Discussion

Background Information:
_____School Name/Group_____ is planning a trip to _____destination_____ in __City of destination__, California. # (must be 19 or less)___students, (1-10) ____ staff members will attend. Staff will supervise *limited activities during the specified event times at the location*
.
This trip is scheduled for [Day of week, MM/DD/YY, Time students must arrive, Time students must depart] (example Friday, Sept 16, 2011) arrive 7:00 PM, depart 10:00 PM

Transportation will not be provided. *Parents/Guardians will be responsible for student transportation arrangements. Participants will meet at and depart to/from the site as specified. Supervision will begin and end at the site as indicated above..

Special Permission Slips will be used and will indicate parent/guardians are responsible for transportation.

****Each Parent will be provided a VTWT Assumption of Risk to provide transportation.***

Volunteers will be cleared according to district policy

Myers Stevens Insurance will be secured for this event.

Funding Source: [ASB, Donations, Account #]
Total Cost not to exceed: [Total costs including Admission, Insurance, any other, etc.]

Recommendation: For Approval by Cabinet Level Authority

Rationale: This trip enhances the experience of …
And supports the educational experience by…

Approvals:

Originator:_____[Type Principal's Name]_____Date:_____
(Name/Title)

Approved at Cabinet Level: _____
(Cabinet-level Administrator) Date

Approved for Submission to Board: n/a

_____ _____ _____
Superintendent Thursday Letter Date Board Meeting Date