

**LA CAÑADA UNIFIED SCHOOL DISTRICT  
REQUEST FOR APPROVAL OF SCHOOL SPONSORED ACTIVITY**

TO: Superintendent  
FROM: Jennifer Mora  
DATE: 11/17/15

Activity Name and Destination: Fresno- Cross Country State Championship Race

Address: 7775 N. Friant Rd, Fresno, CA 93720

Date(s) of Activity: November 27-28

School(s): LCHS

Number of Students Attending and Grade Level or Group: Varsity Cross Country 9 members

Supervising Certificated Employee(s): Jennifer Mora and Jennifer Loya

How many administrators attending? 0 How many teachers attending? 2

Adult to Student Ratio: 2-9 Employee to Student Ratio: 2-9

How many substitutes? 0 How many days? 0 Charge Substitute to: 0

Rationale for activity:

A) Explain the educational value and relate to the instructional program or sponsoring organization and Policy 1100.

The team has worked hard all season and has qualified to participate.

B) Explain impact on instructional time and justification for any time lost.

None- This is during Thanksgiving Break

C) Complete Itinerary: Please be specific and include detailed activity time periods for each day. (Attach additional page(s) if necessary.)

Friday 11/27

10:00am- depart LCHS

4:00- Arrive in Fresno, run course at Woodward Park

5:00- Arrive at hotel and check in

7:00- Dinner with Parents and Team

9:00- Lights Out

## REQUEST FOR APPROVAL OF SCHOOL SPONSORED ACTIVITY

Destination/Date(s): 11/27-11/28

### COMPLETE COST BREAKDOWN

<u>Complete Cost Breakdown Per Student</u>	<u>Amount</u>	<u>Group Cost</u>	<u>Amount</u>
Registration:	\$ 0	Registration	\$ 0
Housing: Radisson Hotel, Fresno	\$	Housing	\$ 600
Transportation Method: rental van	\$	Transportation	\$ 600
Miscellaneous Expenses:	\$	Miscellaneous Expenses	\$
Meals: breakfast, dinner, lunch	\$ 60	Meals	\$ 540
<b>Total Student Cost</b>	<b>\$</b>	<b>Total Group Cost</b>	<b>\$</b>

Source of Funds:

The transportation and housing will be covered by team funds. The meals will be paid for by each individual.

How is financial assistance provided to students in need:

If there is a financial hardship, team funds can be used.

If this activity is not planned for all your students, what learning activities will be planned for the students or classes that remain in session? Please attach lesson plans.

OK per Kefzals

Approved: Principal

Approved: Superintendent or Designee

Date

Date