

# NOVATO UNIFIED SCHOOL DISTRICT

## FIELD TRIP REQUEST FORM FOR BOARD APPROVAL OF OVERNIGHT FIELD TRIPS AND TRIPS EXCEEDING 100 MILES

*Requests to be sent 10 days prior to a NUSD Regular Meeting of the Board of Trustees*

For Board Meeting of 6/14/2016

**Objective:** Approval of Student Travel

**Requested Action:** Board of Trustees approves student travel as follows:

<b>SCHOOL:</b>	Hamilton
<b>Grade/Department:</b>	5th Grade
<b>Destination:</b>	Walker Creek Ranch
<b>Number of Students:</b>	90 (aprox)
<b>Number of Adults:</b>	3 teachers 20 high school chaperones
<b>Meeting Date w/Chaperones:</b>	<u>9/5/1</u> <input checked="" type="checkbox"/> Parents have received district requirements for chaperones.
<b>Names of Employees accompanying students:</b>	Lindsay Morris, Melissa Steele, Lindsay Sadler
<b>Dates of the Educational Field Trip:</b>	November 1st-4th 2016
<b>Educational Purpose of the Field Trip:</b>	5th Grade Outdoor Education (Science)
<b>Method of Transportation:</b>	<input checked="" type="checkbox"/> District Vehicle/Bus <input type="checkbox"/> Contracted Services _____ <input type="checkbox"/> Private Vehicles*
<b>Source of Funding:</b>	PTA, 5th Grade Fundraising, <u>Donations</u>
<b>Cost of Trip:</b>	\$27,000.00 (aprox)
<b>Cost to District:</b>	\$ <u>0</u>

\*All drivers must complete the Driver Information Form, #600130

All students participating must have District Field Trip Form #600348 completed

Submitted by: S. Hospodar  
Principal Signature

5/10/16  
Date

<i>For Office Use Only</i>	
Reviewed by Superintendent:	<u>SM</u>
Date Board Approved:	_____
Board Clerk Signature	_____