

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

TO: Superintendent

FROM:

DATE:

Activity Name and Destination: Fall Balfour Yearbook Workshop

Address: Anaheim - Lion's Hotel - 1700 S. Harbor Blvd -

Date(s) of Activity: 10/4 - 10/6

School(s): LCHS

Number of Students Attending and Grade Level or Group: 6 - 9-12th

Supervising Certificated Employee(s): Gayle Nicholls-Ali

How many administrators attending? 0 How many teachers attending? 1

Adult to Student Ratio: 1-6 Employee to Student Ratio: 1-6

How many substitutes? 0 How many days? 3 Charge Substitute to: 0

Rationale for activity:

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

1100.

- Balfour instructor conference
photography workshop - 2 students
layout & design - 4 students

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

N/A

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

See
attached

REQUEST FOR APPROVAL OF SCHOOL SPONSORED ACTIVITY

Destination/Date(s): Anaheim - Fall Yearbook Workshop

COMPLETE COST BREAKDOWN

<u>Complete Cost Breakdown Per Student</u>	<u>Amount</u>	<u>Group Cost</u>	<u>Amount</u>
Registration:	\$	Registration	\$
Housing:	\$	Housing	\$
Transportation Method:	\$	Transportation	\$
Miscellaneous Expenses:	\$	Miscellaneous Expenses	\$
Meals:	\$	Meals	\$
Total Student Cost	\$ <u>N/A</u> 0	Total Group Cost	\$ <u>N/A</u> 0

Source of Funds

Balfour

How is financial assistance provided to students in need?

N/A

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.

N/A

[Signature]
Approved: Principal

[Signature]
Approved: Superintendent or Designee

10/3/19
Date

10/9/19
Date