

NORTH MONTEREY COUNTY UNIFIED SCHOOL DISTRICT
Office of the Assistant Superintendent

**APPLICATION FOR APPROVAL TO CONDUCT
MULTI-DAY AND/OR OUT-OF-STATE/COUNTRY FIELD TRIP**
(COMPLETION AND SUBMITAL AT LEAST THREE MONTHS BEFORE DEPARTURE DATE)

To: Board of Education

Date: 2/4/16

The undersigned for _____ School hereby apply for approval to conduct a field trip to San Francisco state & univ. of San Francisco

1. Inclusive dates of trip: <u>March 18</u> NOT DURING TESTING (one day field trip)	2. Purpose of trip: <input checked="" type="checkbox"/> Paragraph attached describing educational value and specific activities students will be required to complete
<input checked="" type="checkbox"/> Itinerary attached Principal's Initials _____	
3. a. Membership of Group: <u>upward Bound</u> (e.g., U.S. History class, choral group)	3. b. Number of Students Attending: <u>20 students</u> Boys: _____ Girls: _____ Ethnicity: _____
4. a. Cost of trip financed by: <u>upward Bound</u>	4. c. Describe fund-raising activities, if any: <u>N/A</u>
4. b. Name of travel agency contracted for trip: <u>Bus - Pacific Monarch</u> () Compliance form attached.	Attachment, if any
5. a. Name of certificated employee(s) in charge of trip: <u>Ana Alvarez</u> (Responsible for coordinating fundraising and organization of the trip and its conduct while students are outside of the limits of NMCUSD.)	5. b. *Names of certificated staff members who will provide supervision of students: (*) Travel expensed will be paid by themselves.

This application, together with the necessary documents, must be sent to the Assistant Superintendent of Curriculum & Instruction.

The undersigned applying for approval of the field trip will make every effort to ensure conformance with all requirements of the North Monterey County Unified School District procedure for the conduct of field trips out-of-state, to foreign countries and/or involving multiple days.

Ana Alvarez
(Name)

Ana Alvarez 2/4/16
(Trip Coordinator's Signature) (Date)

Ana Alvarez, aalvarez@csumb.edu, 831 582 4745
Send Notify of Approval to: Name and E-mail, Phone# or Fax #

Endorsed with Approval:

[Signature]
(Principal's Signature) (Date)

Endorsed with Approval:

[Signature] 2-11-16
(Office of the Assistant Superintendent) (Date)

BOARD APPROVAL DATE: _____

January 28, 2016

To Whom It May Concern:

California State University Monterey Bay's Upward Bound program at North Monterey County High School would like your approval to take 20 Upward Bound participants on a fieldtrip to **San Francisco State University and University of San Francisco on Friday, March 18, 2016**. The fieldtrip will expose first generation and or low-income students to the college campus hopefully motivating them to attend college. The visit will consist of a tour and presentation from each campus by the Universities' Admissions Office. The Upward Bound program will be covering the cost and making all the necessary arrangements. If you have any questions you can reach me at (831) 582-4745 or aalvarez@csumb.edu

Thank you,

Ana Alvarez
Upward Bound
Educational Advising Specialist
California State University Monterey Bay
100 Campus Center, Student Services bldg.
Seaside, CA 93955

Charter Contract

Wed, Jan 13, 2016

Cesar Velasquez
C.S.U. Monterey Bay
100 Campus Center
Seaside, CA 93955-8001

Dear Cesar,

Thank you for choosing the services of Pacific Monarch Ltd. This letter serves as your contract and your invoice for your trip on Friday, March 18, 2016. This contract must be signed, dated, and received with a deposit by this office no later than Wednesday, January 20, 2016. Full payment and itinerary must be received no later than Friday, March 04, 2016. Please write your Invoice Number 46867 on your check.

The details of your trip are as follows:

Invoice No. : 46867

Purchase Order #

Coach Size	# Ordered
57 Pax	1

Group Name: Upward Bound
Leader: Cesar Velazquez 224.3563
Destination: University of SF / SF State University

Leave Date: Fri, Mar 18, 2016
Spot Time: 5:30 AM
Trip Origin: Soledad HS / Castroville-Giant Artichoke /
Watsonville-Cabrillo Center
End Date: Fri, Mar 18, 2016
End Time: 5:30 PM
End Place: Soledad HS / Castroville-Giant Artichoke /
Watsonville-Cabrillo Center

Transportation Cost	\$1,975.00
Driver Gratuity:	\$75.00
Other Charges:	\$0.00
Total Cost:	\$2,050.00
Deposit Due:	\$0.00
Amount Paid:	\$0.00
Balance Due:	<u>\$2,050.00</u>

PLEASE REMEMBER to sign this and to send us an itinerary complete with addresses to insure the success of your trip.

Sincerely,

Charter Party Signature

Date: _____

John Wm. Leding, President
Pacific Monarch Ltd.

Charter Party acknowledges present or prior receipt of the terms and conditions on the reverse side of Pacific Monarch's charter order. Said terms and conditions are part of the contract between Pacific Monarch and Charter Party on the subject order and on all future orders. The contract terms and conditions will not be modified without prior written notice and approval by Charter Party.



PACIFIC MONARCH LTD.
Motorcoach Charter and Tour

3346 Paul Davis Drive
Marina, CA 93933

Tel: 831 883 8900
Fax: 831 883 8909
www.PacificMonarchLtd.com

Spring 2016 Campus Tour: San Francisco State University and University of San Francisco
Schedule: March 18, 2016

Time	Activity	Notes
6AM	Pick up at SHS	425 Gabilan Dr. Soledad, CA 93960
6AM - 6:40 (40mins)	Travel to Castroville Elementary School	11161 Merritt St Castroville, CA
6:40 AM	Pick up NMCHS students	
6:40 AM – 7:00AM (30 mins)	Travel to Watsonville Cabrillo Center	318 Union St Watsonville, CA 95076
7:00 AM	Pick up PV & WHS students	
7:00 AM – 9:30 AM (2:30hr)	Travel to University of SF	2130 Fulton Street San Francisco, CA 94117
9:30 AM – 9:50 AM (20mins)	Arrive: Restroom break	
10:00 AM – 11 AM (1hr 30mins)	Tour	
11AM - 11:30AM	Presentation	Major/Department
11:30pm - 11:40pm (10mins)	Load Bus	
11:40 PM – 12:00 PM (20mins)	Travel to San Francisco State University	1600 Holloway Avenue San Francisco, CA 94132
12:00 PM – 1:00 PM (1hr)	Arrive and Lunch	
1:00 PM – 2:30 PM (2hrs)	Tour	Admissions, EOP and/or UB Alumni
2:30PM - 3PM	Presentation	Major, EOP, etc.
3:00 PM – 4:30 PM (1hr 30min)	Travel to Watsonville Cabrillo Center	318 Union St Watsonville, CA 95076
4:30 PM	Drop off PV and WHS students	
4:30 PM – 4:50 PM (20mins)	Travel to Castroville Elementary school	11161 Merritt St Castroville, CA
4:50 PM	Drop off NMCHS students	
4:50PM – 5:30 PM (40mins)	Travel to SHS	425 Gabilan Dr.
5:30 PM	Drop off SHS students	