

Revised  
10/29/14

**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: 2/15/2016

The undersigned for Castroville Teen Leadership Council

School hereby apply for

approval to conduct a field trip to "WE DAY, UCLA, Mount Saint Mary's, Universal Studios

1. Inclusive dates of trip: <u>April 6th 4pm - April 9th 12am</u> <b>NOT DURING TESTING</b>	2. Purpose of trip: <u>WE DAY, Southern California University tour</u> Attach paragraph describing educational value and specific activities students will be required to complete
( ) Itinerary attached Principal's Initials	
3. a. Membership of Group: <u>School Club</u> (e.g., U.S. History class, choral group)	3. b. Number of Students Attending: <u>35-40</u>
	Boys: _____ Girls: _____
	Ethnicity: <u>Mixed</u>
4. a. Cost of trip financed by: <u>Fundraising / DONATIONS</u> <u>grant from community foundation</u> b. Name of travel agency contracted for trip: ( ) Compliance form attached.	4. c. Describe fund-raising activities, if any: <u>Breakfast fundraiser - Applebee's</u> <u>Castroville Rotary Bocce Ball</u> Attachment, if any <u>Individual - sales (nuts, candies)</u>
1. a. Name of certificated employee(s) in charge of trip: <u>Kyette Padilla confidential (Humberto Maravilla)</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: <u>Kari Yeater, Craig Chavez</u> <u>Humberto Maravilla</u> (* Travel expensed will be paid by themselves. <u>By themselves / Club</u>

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

Kyette Padilla  
(Name)

[Signature]

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. (Trip Coordinator's Signature) (Date)

(Principal's Signature )

(Date)

Send Notify of Approval to: Name and E-mail, Phone# or Fax #Endorsed with Approval:

Endorsed with Approval:



(Office of the Assistant Superintendent)

2-19-16

(Date)

BOARD APPROVAL DATE: