

Field Trip Request

(Overnight and/or Out-of-State/Foreign Field Trips must be approved by the Board)

Instructor/Advisor/Coach: Jody Weverka # of Students: 10

School: Piedmont High School Grade/Class: Photojournalism(yearbook)

Destination: Soda Springs Depart Date: 6/12 Return Date: 6/14
 Depart Time: 10:30 AM Return Time: 3 PM

Describe the objectives of the proposed activity and how they relate to the course/grade/program

The yearbook leadership team will participate in a 2 day retreat to plan for the 2016-17 yearbook. They will finalize choices for the yearbook's theme, plan out a schedule of deadlines, be trained in graphic design, craft a cover, build team camaraderie (and a plan a number of other smaller details for the year). Yearbook leaders will participate in this retreat instead of attending yearbook camp this summer. Lodging is being provided at no cost !

Transportation: ☒ Private Vehicle(s) ☐ Rental Vehicle(s) ☐ Bus(es) ☐ Walking ☐ Flight

Cost:

☐ Substitute Coverage Needed (Teachers ... please use AESOP to record absence after approval)

Estimated Cost: \$ 600 Funding Source: yearbook account
 Transportation/Lodging/Meals

Additional Information Needed Once Approved:

- ☒ PUSD Field Trip: Permission/Waiver/Accident Form (for each student)
- ☒ PUSD Field Trip: Itinerary Form
- ☒ PUSD Field Trip: Personal Vehicle Use Form (if using private vehicle(s) – for each driver)
- ☐ PUSD Field Trip: Staff Notification and Student Roster Form
- ☐ PUSD Field Trip: Out-of-state/Foreign Travel Agreement (only if traveling out-of-state)
- ☒ PUSD Field Trip: Medical Information Form (for each student needing medication)
- ☒ PUSD Volunteer Clearance Form (for each adult volunteer)

Approval:

Principal Bob J. [Signature]
5-18-16

Date _____

Governing Board (Overnight/Out-of State only)

Date _____