San Leandro Unified School District
STUDY/FIELD TRIP APPROVAL FORM

Name of School: San Leandro HS Date: 11/5/15

DECA
Name of Group

Number of students: (males) 5 (females) 5

Teacher(s): Maynard

Classes taken: Periods (if applicable) 1, 2, 3, 4, 5, 6 (circle)

Substitute need for: (if applicable) 1, 2, 3, 4, 5, 6 (circle)

Destination (Location): Nashville TN

Address: TBD

Dates of Trip: Leave School: 4/22/16 Time: 5 am

Return to School: 4/27/16 Time: 6 pm

Purpose of Trip: DECA International Conference

Chaperones Names: (males) Ocon

Chaperones Names: (females) Maynard

Types of transportation: ***(Appropriate forms must be completed.)***

Charter Bus: _____ Cost: _____
(See Business Services for current approved listing) **(See page E4a)**

Private Car: _____ *(Students must have parent permission to drive and are not to drive outside the immediate area.)*
(Insurance form needed)

Other: airplane Note Specifics: _____

All anticipated absence forms (if necessary), parent approval forms, medical forms, emergency phone numbers and other appropriate information must be submitted to the office of the ~~Principal~~ prior to departure.

Approval: _____ Date: 11/5/15
Signature of Principal

For Overnight Trips Only: _____ Date: _____
Signature of Superintendent or designee

Board Approval Date: _____ (If Applicable). If request is denied, reason(s) for denial: _____

E(4a) 6153 Study/Field Trip Checklist must accompany this form]

Exhibit
version: August 19, 2003
version: December 2, 2008
reviewed: June 24, 2014

SAN LEANDRO UNIFIED SCHOOL DISTRICT
San Leandro, California

San Leandro Unified School District
STUDY/FIELD TRIP CHECKLIST

(Must be submitted with Study/Field Trip Approval Form E(4) 6153)

Name of School: San Leandro HS Name of Group: DECA

Contact Person: D. Maynard Phone # 510/618-4600X2406

Date of Trip: 4/22/16 Location of Trip Nashville TN

Please check the following requirements completed for which you are responsible to ensure students and staff a safe study/field trip:

- ■ Arranged for substitutes (if applicable)
  If sub required, how will cost be covered? EAROP
- ☐ Volunteer Requirements met
- ■ Funding for trip
- ■ Transportation
- ☐ Proof of Insurance for transportation
- ☐ Certificate of Insurance/Proof of Liability (for SLUSD or Organization) if required
- ■ Required Chaperone Ratio (male and female)
- ■ Signed Permission Slips
- ■ Sleeping Arrangements (overnight/out-of-state trips):
  Type: Hotel