

# OVERNIGHT CURRICULAR OR CO-CURRICULAR TRIP REQUEST

RECEIVED  
OCT 25 2023  
BY: .....

**Part 1:** For out-of-state request for preliminary Board approval. (This request should be submitted to the Board of Trustees a minimum of six (6) months in advance of the departure date. Part 2 of this request must be submitted as before. Both parts require board approval.)

Requestor: Michael Maul School: LAHS Department/Group: Talon/Journalism  
Destination: Nat'l HS Journalism Convention Mode of Transportation: Air, Public, Charter, District Bus,  
Kansas City, MO  
Departure Day and Date, e.g. Monday, August 1, 2016 through Thursday, August 11, 2016)  
Wed April 3 - Saturday April 6, 2024  
Number of instructional days missed: 2 Estimated # of students: 25  
Person or organization responsible for the organization of the trip: Michael Maul

We request that this application for preliminary approval be placed on the Board Agenda for

Nov 13, 2023 (Board Meeting Date)

Requestor: [Signature] Date: 10/11/23  
Department Coordinator: Maurice Bane Date: 10/11/23  
Principal: [Signature] Date: 10/23/23  
Associate Superintendent: [Signature] Date: 10/26/2023

Received in Ed Services on Theresa Caviano by 10/25/23

(The request must be received in Ed Services at least two weeks in advance of the board meeting date)



MOUNTAIN VIEW-LOS ALTOS UNION HIGH SCHOOL DISTRICT  
1299 BRYANT AVE., MOUNTAIN VIEW, CA 94040-4599



**PART 2: OVERNIGHT CURRICULAR OR COCURRICULAR TRIP REQUEST**

Requested by: Michael Maul Department: English

School:  Mountain View HS  Los Altos HS  Alta Vista HS

Destination (out of state trips require Board approval): Kansas City MO

Mode of Transportation:  Air  District Bus/Van  Chartered Bus  Car  Other public

Date and Time of Departure: 4pm 4/3/24 Date and Time of Return: 9pm 4/6/24

Number of instructional days that students will be missing: 2

What provision has been made for students to make up missed classes and assignments? students will contact teachers

Number of Participants: 27 students 25 parents 0 teachers 2 others

Objectives of the Trip (educational value): Journalism skills, contacts, practice

Total cost of trip per student (include all expenses): \$ unknown. \$0 -> \$750

Fund raising activities and amount you expect to raise to offset cost to students (Please show by how much your fund raising will reduce the expenses per student): Subscription and sales. Other fundraisers  
Student need will be met 100%

Amount student is expected to pay from personal sources after applying fund raising share: \$ ???

**NOTE: In the event of a trip delay due to unforeseen circumstances, e.g., natural disasters, the district is not liable to pay the additional room, board and transportation costs associated with a prolonged stay overseas or out of state. Parents are highly encouraged to purchase Travel Insurance to prepare for the possible, though unlikely occurrence of such an event. In the absence of such insurance, parents are fully liable for any additional expenses.**

What arrangements will be made to subsidize the student? students in need will be paid for in full.

**NOTE: No student can be excluded from a trip because of inability to pay.**

Facilities for lodging (if a hotel, name and address): Sheraton - Westin, Kansas City, MO

Names of trip supervisor(s): Michael Maul & unknown

Number of substitutes needed (Personnel must be notified if trip/substitutes are cancelled): 2

Margaret M. Bennet  
Department Coordinator's Signature

\_\_\_\_\_  
Date

**THIS SECTION TO BE COMPLETED BY PRINCIPAL'S OFFICE AND EDUCATIONAL SERVICES DEPARTMENT**

in			
Received	Progress	Completed	N/A
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- Parental Permission for Field Trip
- Field Trip Agreement for Chaperones
- Emergency Medical Treatment Card
- Field Trip Checklist
- Volunteer Driver - Application for Approval & applicable Parental Permission form

Approved By: [Signature] 10/24/23  
Principal's Signature Date

[Signature] 10/26/2023  
Associate Superintendent's Signature Date