

# OVERNIGHT CURRICULAR OR CO-CURRICULAR TRIP REQUEST

**RECEIVED**

SEP 29 2023

**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: Lauren Diez School: LAHS Department/Group: Volare / Perf. Arts  
Destination: Honolulu, HI Mode of Transportation: Air  
Departure Day and Date, e.g. Monday, August 1, 2016 through Thursday, August 11, 2016)  
Thursday, 3/21 - Monday, 3/25/2024  
Number of instructional days missed: 2 Estimated # of students: 22  
Person or organization responsible for the organization of the trip: Lauren Diez

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

10/16/23 (Board Meeting Date)

Requestor: [Signature] Date: 9/29/23  
Department Coordinator: [Signature] Date: 9/29/23  
Principal: [Signature] Date: 9/29/23  
Associate Superintendent: [Signature] Date: 10-2-23

Received in Ed Services on Sept 29, 2023 by grace casiano

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



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

Requested by: Lauren Diez Department: Perf. Arts  
School: ☐ Mountain View HS ☒ Los Altos HS ☐ Alta Vista HS  
Destination (out of state trips require Board approval): Honolulu, HI  
Mode of Transportation: ☒ Air ☐ District Bus/Van ☐ Chartered Bus ☐ Car ☐ Other \_\_\_\_\_  
Date and Time of Departure: 3/21/24 Date and Time of Return: 3/25/24  
Number of instructional days that students will be missing: 2

What provision has been made for students to make up missed classes and assignments? time given in choir period to make up work.

Number of Participants: 22 students TBD parents 1 teachers 1 others

Objectives of the Trip (educational value): Participation in international choral festival, clinic, local choral exchange, Hawaiian Music Immersion

Total cost of trip per student (include all expenses): \$ 2,655 / TBD / adjustable

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): 100% fundraising goal - performance ticket sales, holiday performances, donation campaign

Amount student is expected to pay from personal sources after applying fund raising share: \$ 0

**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? Choir donation account

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

Facilities for lodging (if a hotel, name and address): Aston Waikiki Sunset, 229 Paonakalani Ave, Honolulu, HI

Names of trip supervisor(s): Lauren Diez, Steven Diez

Number of substitutes needed (Personnel must be notified if trip/substitutes are cancelled): 1

Lauren Diez 9/29/23  
Department Coordinator's Signature Date

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

Received	Progress	Completed	N/A		Approved By:	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parental Permission for Field Trip	<u>[Signature]</u>	<u>9/29/23</u>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Field Trip Agreement for Chaperones	<u>[Signature]</u>	Date
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Emergency Medical Treatment Card	<u>[Signature]</u>	Date
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Field Trip Checklist	<u>[Signature]</u>	Date
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Volunteer Driver - Application for Approval & applicable Parental Permission form	<u>[Signature]</u>	<u>10-2-23</u>