

## **LETTER TO THE BOARD OF EDUCATION OUT-OF-STATE OR OUT-OF-COUNTRY FIELD TRIP**

To the members of the Board of Education:

On 12/17/15, Alameda High School has arranged for our varsity women's basketball team to travel to Phoenix, AZ for a national invitational tournament. 15 students and 2 chaperones will be traveling. We will be traveling by plane and using rental vehicles. We will be playing 4 games and using this trip. This trip will allow our student-athletes to experience a different part of our nation. The anticipated outcomes will be to improve our cohesiveness as a team and to continue to grow individually and collectively; to bring our team closer together; to develop a sense of team; to better understand the value of cooperation and enhance self-esteem. Travel will also serve to heighten our cultural awareness. The Lady Hornet basketball staff believes that travel is a key component in developing ones "whole self". Being away from home, but all the while in a supervised environment, allows the young ladies in our program to enhance their mental, physical and emotional discipline. We discuss preparing ourselves to compete at our best by eating properly, getting enough sleep and focusing on the task at hand. All of these activities can be better focused on together, away from the familiarity of our homes. The players are in close quarters with their teammates for almost a week and it takes a great deal of communication, cooperation and compromise to succeed under these conditions. Our trips are always fun and seeing different parts of our nation is important, but the educational value in the development of our student-athletes in their emotional maturation from girls to women is of greater value. The discipline we develop in our program transcends the court. It extends into the classroom, into the home and out into the "real world". Developing this discipline, along with improving each of our student-athletes' self-esteem are our true successes. All students in our program are given the opportunity to participate

The program cost for each student will be \$200.00. This is all inclusive and is augmented by our fund-raising. As always, we will provide financial assistance to any student-athlete who needs it.

The purpose of this trip is to experience competition outside of the San Francisco Bay Area.

The state standards that are being addressed are to enhance the self-esteem and enthusiasm of each participant. We will also be able to focus on cooperation and problem solving in a "real world" setting. This trip will develop personal growth and engage all of the participants. The enthusiasm and excitement developed on this trip will carry over into the classroom and to life at home.

We will have numerous goal setting sessions and practices to prepare us for competition and other cooperative learning during the trip. We will use the trip as a spring board to bring us closer together for league competition and enhance classroom participation and effort. Our daily itinerary will be:

**OUT OF STATE OR OUT OF COUNTRY FIELD TRIP REQUEST**

**Requirements:**

1. All students must be allowed to participate regardless of ability to pay or associated fees.
2. **ALL Forms must be submitted 30 business days prior to field trip**, to the Teaching and Learning Department.
3. Board of Education approval is required for all out of state and out of country trips. **Use Letter to Board of Education format (see attached).**

Date Request Sent: 9/10/15

Date of Field Trip: 12/17/15

Destination of Field Trip: Phoenix, AZ

School: Alameda High School

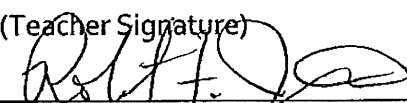
Name of Teacher(s): Brad Thomas

Print Name: Brad Thomas

Date: 9/10/15


Signature: 

Date: 9/10/15

Approval:   
(Teacher Signature)  
(Principal Signature)

Date: 9/11/15

**Educational Services Office Use Only:**

☒ Approved by: Signature of Director of Teaching and Learning: 

Approval Date: 11/30/15 Additional Documentation Needed: \_\_\_\_\_

DEADLINE FOR ALL DOCUMENTATION TO BE RECEIVED BY TEACHING AND LEARNING: \_\_\_\_\_

☐ Not Approved. Reason: \_\_\_\_\_

Teacher's Cellphone: 510-710-8811

Teacher's School Phone: 510-337-7011

Date & Time of Departure: 12/17/15 - 8 AM

Date & Time of Return: 12/23 - 6 PM

Number of Miles (one way): 740

Number of students: 15

Number of Chaperone(s): 2

**Chaperones: MUST BE Minimum 1 adult for every 15 students.**

***Include all Chaperone names and contact information on E-33 Chaperone List. An unsigned E-33 will not be accepted. E-33 must be signed off and complete!***

**TRANSPORTATION METHOD**

☒ Commercial Transport (Bus/BART/Ferry/etc.)    ☐ Personal Car (Parents to complete Form E-5.  
School site is responsible for collection and confirmation of Form E-5 and Proof of Insurance  
verification on form E-33).    *Plane & rental vehicles*    ☐ Chartered Bus

Transportation costs will be paid by:    ☐ School    ☐ Individual Student    ☐ District  
☐ Student Body    ☒ Other Covered through fund-raising    ☐ PTA

**BUS INFORMATION NEEDED**

Bus Company Name: Click here to enter text.    Contact: Click here to enter text.  
Address: Click here to enter text.    Phone Number: Click here to enter text.  
Confirmation # for transportation: Click here to enter text.  
Transportation costs will be paid by: Click here to enter text.

**OVERNIGHT FIELD TRIP INFORMATION**

Name of Lodging: Arizona Grand Hotel    Lodge Contact Name: Mgr.  
Lodging Address: 8000 Arizona Grand Pkwy.    Phone Number: 602-438-9000

**Instructional Purpose:** What is the purpose of this trip? The specific purpose of this trip is to participate in a varsity basketball tournament.

List activities and anticipated student outcome.

The students will participate in four basketball games during this field trip. The anticipated outcomes will be to improve our cohesiveness as a team and to continue to grow individually and collectively; to bring our team closer together; to develop a sense of team, better understand the value of cooperation and enhance self-esteem. Travel will also serve to heighten our cultural awareness. The Lady Hornet basketball staff believes that travel is a key component in developing ones "whole self". Being away from home, but all the while in a supervised environment, allows the young ladies in our program to enhance their mental, physical and emotional discipline. We discuss preparing ourselves to compete at our best by eating properly, getting enough sleep and focusing on the task at hand. All of these activities can be better focused on together, away from the familiarity of our homes. The players are in close quarters with their teammates for almost a week and it takes a great deal of communication, cooperation and compromise to succeed under these conditions. Our trips are always fun and seeing different parts of our nation is important, but the educational value in the development of our student-athletes in their emotional maturation from girls to women is of greater value. The discipline we develop in our program transcends the court. It extends into the classroom, into the home and out into the "real world". Developing this discipline, along with improving each of our student-athletes' self-esteem are our true successes.

All students in our program are given the opportunity to participate. We have fund-raising events and other activities to assist those students who do not have the personal financial resources to travel.

**List Standards/Content to be addressed:**

1. The focus of this trip will be to enhance the self-esteem of each participant. We will focus on cooperation and problem solving in a "real world" setting.
2. This trip will develop personal growth and engage all of the participants. The enthusiasm and excitement developed on this trip will carry over into the classroom and to life at home.

**Describe pre-activities prior to the trip:** We will have numerous goal setting sessions and practices to prepare us for competition and other cooperative learning during the trip.

**Describe post activities after the trip:** We will use the trip as a spring board to bring us closer together for league competition and enhance classroom participation and effort.

**Reasons for excluding student:** (Keep in mind that no student may be excluded due to lack of payment) Breaking school rules and/or academic ineligibility.

**Provision for students not participating:** They will practice with another team, under the supervision of another coach in our program, at Alameda High School.

<b>INTINERARY</b> (Daily schedule of specific events and times)		
Date	Time	Activity/Event
12/17/15	8 AM	Depart from Oakland Airport Arrive in Phoenix Pick up luggage and vehicles Team Lunch Check into hotel Team dinner Team Building/Goal Setting Set & check curfew
12/18/15	8 AM	Team breakfast Team building/Goal Setting Team lunch Prepare for game Game Post game analysis Team dinner Set and check curfew
12/19/15	8 AM	Team breakfast Team building/Goal Setting Team lunch Prepare for game Game Post game analysis Team dinner Set and check curfew
12/20/15	8 AM	Team breakfast Team building Team lunch Team building – site seeing Team dinner Set and check curfew
12/21/15	8 AM	Team breakfast Team building/Goal Setting Team lunch Prepare for game

		Game Post game analysis Team dinner Set and check curfew
12/22/15	8 AM	Team breakfast Team building/Goal Setting Team lunch Prepare for game Game Post game analysis Team dinner Set and check curfew
12/23/15	8 AM	Team breakfast Check out of hotel and return home
Click here to enter a date.	Click here to enter text.	Click here to enter text.

**REMINDER: Field Trip Checklist**

- Submit Field Trip Request (**Form E-3A**) to school administrator at least **30 business days** prior to trip.
- Issue and collect permission slips (one set to be taken on trip, one set to remain in office on day of trip).
- Order bus/transportation at least 4 weeks in advance if needed.
- If transportation is by private vehicle, collect all driver forms submitted certifying insurance coverage and submit to the principal. (**Form E-5**).
- Provide a list of participating students' names to school office. (**Form E-7 or Class List from Aeries**).

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Your approval will be an investment in our community's future, helping students become more informed and responsible citizens, as well as giving teachers the tools necessary to provide students with the best education possible. As stated earlier the self and team discipline, enthusiasm and enhanced self-esteem developed through this trip transcends the court. It is a win for our community, a win for Alameda High School and a win for each participant.

Dated: 9/11/15

Signature: \_\_\_\_\_  
Principal: Robert F. DeO  
School: \_\_\_\_\_