

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: 10/03/15

Date of Field Trip: 12/27/16

Destination of Field Trip: Bend Oregon

School: Alameda High School

Name of Teacher(s): Agustin Valdez

Print Name: Anjie Valdez

Date: 10/14/16

Signature: [Signature]

Date: 10/14/16

(Teacher Signature)

Approval: [Signature]

Date: 10/25/16

(Principal Signature)

Educational Services Office Use Only:

☒ Approved by: Signature of Director of Teaching and Learning: [Signature] 10-27-16

Approval Date: _____ Additional Documentation Needed: _____

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

☐ Not Approved. Reason: _____

Teacher's Cellphone: [REDACTED]

Teacher's School Phone: _____

Date & Time of Departure: 12/27/15 – 8 AM

Date & Time of Return: 12/30/16 – 6 PM

Number of Miles (one way): 500

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: Double Tree

Lodge Contact Name: Carla Moore

Lodging Address: 300 NW Franklin Ave, Bend OR 97701 Phone Number: 541-317-9292

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 three 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.

INTINERARY

(Daily schedule of specific events and times)

Date	Time	Activity/Event
12/27/16	8 AM	Depart from Oakland Airport Arrive in Bend Pick up luggage and vehicles Team Lunch Check into hotel Team dinner Team Building/Goal Setting Set & check curfew
12/28/16	8 AM	Team breakfast Team building/Goal Setting Team lunch Prepare for game Game Post game analysis Team dinner Set and check curfew
12/29/16	8 AM	Team breakfast Team building/Goal Setting Team lunch Prepare for game Game Post game analysis Team dinner Set and check curfew
12/30/16	8 AM	Team breakfast Team building Checkout and come home
	8 AM	
	8 AM	
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).**

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

To the members of the Board of Education:

On 12/27/15, Alameda High School has arranged for our varsity women's basketball team to travel to Bend, Oregon for an invitational tournament. 15 students and 2 chaperones will be traveling. We will be traveling by plane and using rental vehicles. We will be playing 3 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 \$400.00. 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 springboard to bring us closer together for league competition and enhance classroom participation and effort. Our daily itinerary will be:

<u>INTINERARY</u> (Daily schedule of specific events and times)		
Date	Time	Activity/Event
12/27/15	8 AM	Depart from Oakland Airport Arrive in Bend, OR Pick up luggage and vehicles Team Lunch Check into hotel Team dinner Team Building/Goal Setting Set & check curfew
12/28/15	8 AM	Team breakfast Team building/Goal Setting Team lunch Prepare for game Game Post game analysis Team dinner Set and check curfew
12/29/16	8 AM	Team breakfast

		Team building/Goal Setting Team lunch Prepare for game Game Post game analysis Team dinner Set and check curfew
12/30/16	8 AM	Team breakfast Check out of hotel and return home

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: 10/26/16

Signature: 
 Principal: Robert Ithurnburn
 School: Alameda High

The purpose of this trip is to take advantage of participating in an invitational basketball tournament in a different part of our nation; Bend, Oregon, to experience the area, people, traditions and culture. The students will participate in three 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; 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-athlete's 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.

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.

Respectfully Yours,

Agustin Valdez

Alameda HS – Head Women's Basketball Coach

ALAMEDA UNIFIED SCHOOL DISTRICT
Excellence & Equity For All Students

Educational Services
2060 Challenger Drive
Alameda, CA 94501

PARENT/GUARDIAN INFORMED CONSENT FOR FIELD TRIP

School: Alameda High	Teacher: Brad Thomas	Date: 12/17/2015
Student Name: _____		Room: _____
General Information		
Trip Destination: Bend, Ore		
Address: 300 NW Franklin Ave, Bend, OR		Phone No. 541-317-9292
We will leave from: Alameda HS		Place of Lodging: Double Tree
On (date) 12/27/2016		We will return to the school on (day): 12/30/16
At about (time): 6:00 <input type="checkbox"/> AM <input checked="" type="checkbox"/> PM		
Minimum number of adults/chaperones: 2		

Type of Transportation

<input type="checkbox"/> District Vehicle	<input type="checkbox"/> Commercial Transportation	<input type="checkbox"/> District Bus
<input checked="" type="checkbox"/> Other (explain) - Plane & rental vehicles		

In the event of an accident or illness, I do hereby consent to whatever x-ray, examination, anesthetic, medical, surgical or dental diagnosis or treatment and hospital care are considered necessary in the best judgment of the attending physician, surgeon, or dentist and performed by or under the supervision of a member of the medical staff of the hospital or facility furnishing medical or dental services.

*It is recommended that all students have medical or student accident insurance. If you do not have student accident insurance, it is available through **AIG**. You can enroll online at: www.studentinsuranceusa.com

(Information on Page 2 must be completed prior to submitting consent form)

Field Trip Chaperone List

This form must be filled out completely. Form must be signed for verification purposes.

School: Alameda High

Lead Teacher/Staff Member Name: Brad Thomas

Room No: Gym

Title and Date of Field Trip: Varsity WBB Tourney – 12/17/15

<u>Chaperone(s)</u>	<u>Contact Information</u> <u>(Cellphone)</u>	<u>E-32</u> <u>Chaperone</u> <u>Agreement</u> <u>Received</u>	<u>E-5 Private</u> <u>Vehicle/ Minimum</u> <u>Insurance Verification</u> <u>Received</u>
1) Agustin Valdez	1) [REDACTED]	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2) Stephanie Bertholdt	2) [REDACTED]	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3) Click here to enter text.	3) Click here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>
4) Click here to enter text.	4) Click here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>
5) Click here to enter text.	5) Click here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>
6) Click here to enter text.	6) Click here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>
7) Click here to enter text.	7) Click here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>
8) Click here to enter text.	8) Click here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>
9) Click here to enter text.	9) Click here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>
10) Click here to enter text.	10) Click here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>

I have verified all chaperones listed above have submitted a completed Chaperone Agreement Form (E-32). I have verified any chaperone who is driving has submitted a Transportation of Students in Privately Owned Vehicles Form (E-5) and possesses the appropriate insurance requirements.


Principal/Designee Signature

10/25/16
Date