

NOVATO UNIFIED SCHOOL DISTRICT

**FIELD TRIP REQUEST FORM FOR BOARD APPROVAL
OF OVERNIGHT FIELD TRIPS AND TRIPS EXCEEDING 100 MILES**

Requests to be sent 10 days prior to a NUSD Regular Meeting of the Board of Trustees

For Board Meeting of 9/6/16

Objective: Approval of Student Travel

Requested Action: Board of Trustees approves student travel as follows:

SCHOOL:	Lynwood Elementary
Grade/Department:	4th Grade
Destination:	Petaluma Adobe
Number of Students:	24
Number of Adults:	10
Meeting Date w/Chaperones:	<u>9/21/16</u> <input type="checkbox"/> Parents have received district requirements for chaperones.
Names of Employees accompanying students:	Donna Simmons
Dates of the Educational Field Trip:	October 18-19
Educational Purpose of the Field Trip:	Learn about California history during the Rancho Period.
Method of Transportation:	<input checked="" type="checkbox"/> District Vehicle/Bus <input type="checkbox"/> Contracted Services _____ <input type="checkbox"/> Private Vehicles*
Source of Funding:	PTA fund, donations
Cost of Trip:	\$ 700
Cost to District:	\$ 0

***All drivers must complete the Driver Information Form, #600130**

All students participating must have District Field Trip Form #600348 completed

Submitted by: *[Signature]*
Principal Signature

8-11-16
Date

<i>For Office Use Only</i>	
Reviewed by Superintendent:	<u><i>[Signature]</i></u>
Date Board Approved:	_____
Board Clerk Signature	_____