

**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 3/1/2016

**Objective:** Approval of Student Travel

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

<b>SCHOOL:</b>	RANCHO
<b>Grade/Department:</b>	4th GRADE
<b>Destination:</b>	SACRAMENTO - STATE CAPITAL
<b>Number of Students:</b>	85
<b>Number of Adults:</b>	15-18 (3 teachers / 12-15 PARENTS)
<b>Meeting Date w/Chaperones:</b>	<input type="checkbox"/> Parents have received district requirements for chaperones.
<b>Names of Employees accompanying students:</b>	Ellsworth Yow, Karen Freemantle, Debbie Robles
<b>Dates of the Educational Field Trip:</b>	APRIL 29, 2016
<b>Educational Purpose of the Field Trip:</b>	SOCIAL STUDIES / GOVERNMENT
<b>Method of Transportation:</b>	<input type="checkbox"/> District Vehicle/Bus <input type="checkbox"/> Contracted Services _____ <input checked="" type="checkbox"/> Private Vehicles*
<b>Source of Funding:</b>	PTA / PRT Donations
<b>Cost of Trip:</b>	\$ 0
<b>Cost to District:</b>	\$ 0

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

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

Submitted by: *[Signature]* 1/21/16  
Principal Signature Date

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