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 9/6/2016

Objective: Approval of Student Travel

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

SCHOOL:	Lu Sutton Elementary School
Grade/Department:	5th Grade
Destination:	Walker Creek Outdoor Education
Number of Students:	56
Number of Adults:	2
Meeting Date w/Chaperones:	8/25/16 ■ Parents have received district requirements for chaperones.
Names of Employees accompanying students:	Catherine Mansergh & Lauren Hinxmann
Dates of the Educational Field Trip:	March 7 - March 10, 2017
Educational Purpose of the Field Trip:	Outdoor Life Science
Method of Transportation:	■ District Vehicle/Bus ☐ Contracted Services _____ ☐ Private Vehicles*
Source of Funding:	Parent Donations & PTA
Cost of Trip:	$ 19,228.00
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: Bonnie Barron — Principal Signature 8-25-2016 — Date

For Office Use Only

Reviewed by Superintendent: MB

Date Board Approved: _____

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Board Clerk Signature

Updated: 10/2/2014