

**MANHATTAN BEACH UNIFIED SCHOOL DISTRICT
OVERNIGHT FIELD TRIP REQUEST FORM**

Name of Person Requesting Approval: Victoria Brown Your Position: Dance Team Coach
 Your Location/School Site: Mira Costa High Your Work Telephone: 310 4664515
 Name/Grade Level(s) of Class Participating: Dance Team
 Dates of Travel: from 4/17/15 to 4/19/15
 Name of Destination: Sharp National Dance Competition / Cashmere Center
 Destination Address: 850 Las Vegas Blvd N. Las Vegas, NV 89101
 Destination Phone Number: (702) 381-7100
 Name of Contact Person at Destination: Victoria Brown - coach (424) 200-0485
 Reason for Travel/Educational Goal: Sharp National Dance Team
 Number of Students Attending: Male: _____ Female: 9
 *Number of Chaperones: Male: _____ Female: 1 Competition

Complete: _____ Phone Number of Each Chaperone (use additional page if necessary):

1. _____
2. Tina Gardner
3. _____
4. _____
5. _____

A Completed and signed Chaperone Guidelines Agreement for each chaperone must be attached to this request form upon submission to the Board of Trustees. *There must be a minimum of two adult chaperones (one male and one female), unless all travelers are of the same gender. There must be one adult chaperone for each 10 students of the same gender. If the trip involves water activities, the ratio of chaperones shall be revised to ensure closer supervision of elementary grade students appropriate to their age.

Name of Travel Agency: NONE Contact: _____
 (Proof of Insurance must accompany this form.)
 Address: _____ City/State/Zip/Phone: _____

Method of Transportation (be specific): Private Vehicles
 Name and Address of Hotel (be specific): Treasure Island - ne Strip, Las Vegas, NV
 How Many Days of School Will Be Missed? 1 List School Dates Missed: 4/17/15
 Will Student Participate in Water Sports, Rock Climbing or Other Hazardous Activities? yes
 If so, what type? Dancing
 Will scholarships be provided? yes Will any cost (including sub costs) be borne by the district? NO If so, why? _____
 Account Number to be Charged: NONE

Board approval must be obtained before any deposits are made. Please submit your request at least 3-4 months in advance of the travel. The Board will not approve travel when the request form is incomplete. If you have additional information, please attach it to this request form. This form must be signed by the principal and the Executive Director-Educational Services prior to being submitted to the Superintendent's Office.

Signatures: _____
 Your Signature: [Signature] Principal: [Signature]
 Exec. Dir, Ed. Svcs: [Signature] Clerk, Board of Trustees: _____

Exhibit
 version: May 21, 2008

MANHATTAN BEACH UNIFIED SCHOOL DISTRICT
 Manhattan Beach, California