

May 20

E6153

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

Name of Person Requesting Approval: Karina Gerger Your Position: Assistant Principal
Your Location/School Site: Manhattan Beach Middle School Your Work Telephone: 310-545-4878x3002

Name/Grade Level(s) of Class Participating: 6th Grade GATE Students

Dates of Travel: from 6-5-15 to 6-6-15

Name of Destination: USS Midway

Destination Address: 910 N. Harbor Drive San Diego, CA 92101

Destination Phone Number: 619-398-8213

Name of Contact Person at Destination: Lindsey Ferguson

Reason for Travel/Educational Goal: Enrichment for 6th Grade GATE Students

Number of Students Attending: Male: 30 Female: 30

*Number of Chaperones: Male: 3 Female: 3

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

1. Karina Gerger, Kristina Atia, Maggie Mabery
2. James Locke, Eddie Naves, David Carr
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: N/A Contact: _____

(Proof of Insurance must accompany this form.)

Address: _____ City/State/Zip/Phone: _____

Method of Transportation (be specific): Bus

Name and Address of Hotel (be specific): N/A

How Many Days of School Will Be Missed? 2 List School Dates Missed: 6/5/15-6/6/15

Will Student Participate in Water Sports, Rock Climbing or Other Hazardous Activities? No

If so, what type? _____

Will scholarships be provided? Yes Will any cost (including sub costs) be borne by the district? _____ If so, why? ! _____

Account Number to be Charged: _____

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: _____ Principal: _____

Exec. Dir, Ed. Srvs :  Clerk, Board of Trustees: _____

Exhibit

version: May 21, 2008

**MANHATTAN BEACH UNIFIED SCHOOL DISTRICT
Manhattan Beach, California**