

Willows Unified School District

Student Educational Field Trip Activity Request Form

(Complete and turn into Principal TWO WEEKS prior to scheduled activity)

Date(s) of Activity: Jan. 30, 2024-Feb. 2, 2024 **Departure Time:** Jan. 30th 3:00 pm

Termination Time: Feb. 2 9:00 pm

Specific Destination(s): Santa Clara Marriott 2700 Mission College Boulevard, Santa Clara

Purpose of Field Trip: Community Engagement Initiative (CEI) Conference Qaden Sanchez and Kendall Trexler are our student representatives on the WIS team which has site & district staff, students, parent & community member

Number of Students: 2

Grade level(s)/Class: 6th and 7th

School(s) Involved: Willows Intermediate School

Person in Charge: Michelle O'Dell

Phone #: 530-330-1040

Chaperones (including teachers): Chris Harris, Katie Donovan, Cathy Fleming, Xochitl Rodriguez, Nora Ayala, Nicole Chavez, Jason Grant, and Suzy Sanchez

Provision for Meals: Conference provides breakfast and lunch; grant will reimburse dinner.

Estimated cost other than district transportation (specific breakdown)

Dinner-- (\$25 x 3 dinners x 3 students=\$150)

If district transportation for the field trip is required, complete a Vehicle Request Form and submit to the building principal with this form.

I understand that this field trip is part of the school's regular curriculum and that all school rules and district policies will be in effect during the entire trip.

Teacher's Signature Michelle O'Dell Date 12/20/23

Principal Approval Michelle O'Dell Date 12/20/23

Michelle O'Dell 12/20/23