

Los Alamitos Unified School District

**APPROVAL TO DISTRIBUTE MATERIALS  
Not-School-Sponsored Field Trip**

As a service to student and parents, the District may distribute materials relating to an excursion sponsored by an outside organization for which student attendance is voluntary. The following items must be attached to this form when presented for approval to distribute information.

- Attach all trip related materials to be distributed to students/parents
- The following disclaimer is present on material:  
As stated in the California Education Code 35330, "This excursion is not school-sponsored or District-sponsored. All persons making the field trip or excursion shall be deemed to have waived all claims against Los Alamitos Unified School District or the State of California for injury, accident, illness, or death occurring during or by reason of the field trip or excursion."
- Attach proof of insurance.

School group participating in excursion/field trip: \_\_\_\_\_

Purpose of trip: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Organization or company responsible: \_\_\_\_\_  
\_\_\_\_\_

Departure date: \_\_\_\_\_ Return date: \_\_\_\_\_

School contact person: \_\_\_\_\_

Phone number: \_\_\_\_\_

This material has been approved for distribution to students and parents.

Signature of Principal: \_\_\_\_\_  
Signature of Assistant Superintendent, Inst. Services: \_\_\_\_\_