

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO: Humboldt Unified School District Governing Board Item # 8D

FROM: Susan Marshall Armstrong, LTS Middle School Reading
Science Teacher

DATE: Tuesday, November 8, 2011 Discuss X

SUBJECT: Out of state/ over night field trip Action X

OBJECTIVE: Goal # 1 increase the level of student achievement

SUPPORTING DATA: Included

SUMMARY & RECOMMENDATION:

The Liberty Traditional School 8th grade Marine Biology students are requesting to take a trip to Catalina Island Marine Institute April 24-April 27, 2012. Students and chaperones will travel by a chartered bus, leaving Tuesday evening at 10:00 pm and spend three days and two nights on Catalina Island at the Marine Institute. The bus will remain in Long Beach in case of an emergency. Four chaperones and four camp counselors will be with students at all times. Meals, travel, and the cost of the program will be paid by the students and supplemented by fundraisers. The students who are unable to attend will complete the same objectives as our students who are traveling. To guarantee our Marine Biologists do not fall behind, students will be required to attend lunch tutoring sessions to complete assignments. Liberty's Advisory Council has required that any student who attends this field trip must write a composition about this experience and share it in their science class.

It is recommended the Governing Board approve the out of state/overnight field trip to Catalina Island Marine Institute April 24, 2012– April 27, 2012 for Liberty Traditional School 8th grade Marine Biology Club students.

Approved for transmittal to the Governing Board:



Dr. Paul Stanton, Superintendent

Questions should be directed to: Susan Marshall- Armstrong LTS (4547)

REQUEST FOR BOARD AGENDA ITEM

Requested Meeting Date: November 8, 2012

Person / Organization Submitting Request: Susan Marshall - Armstrong, Sponsor/ LTS Marine Biology Club

Date Submitted: October 7, 2011

Please indicate under which Agenda Item your request will be listed. Items will be discussion before action whenever possible.

Student / Staff Recognition: _____

Consent Items: Over night / out of state 8th grade Marine Biology Club field trip

Discussion Items: _____

Action Items: _____

Include all supporting materials when submitting to building administrator

Materials include:

- Information about the project, position, etc.
- Justification for the request and/or academic standard that will be met
- Financial costs and funding source
- Number of students if applicable
- Approval by legal council if applicable

Administrative Approval: M. DeZin Date: 10-20-11
District Administrative Approval: Diana Green Date: 10/31/11
Finance Administrative Approval: H. Salgren Date: 10-31-11
(no HUSD financial responsibility)

corrected 11/3/2011
corrected 11/2/2011

Accepted for placement on agenda for: 11-8-11

Denied _____

Superintendent's Office:  11-3-11

Returned 10/28/11
Returned 11/1/11
Returned 11/3/11

Received @ DO 10/23 md
corrected Rec'd @ DO 11/2 md
corrected Rec'd @ DO 11/3/11 md

REQUEST TO BOARD FOR STUDENT OUT-OF-STATE TRAVEL

Please provide the following information in your request along with any supporting materials such as brochures or itineraries.

Organization taking field trip Marine Biology Club
Date of field trip Depart April 24, 2012 at 10:30 pm and return April 27, 2012 at midnight

Place of field trip Catalina Marine Institute on Catalina Island, CA

Approximately how many students Between 25 and 45

Where are you staying? What is the cost of hotel/lodging? Is there security at the hotel/lodging? If not, how are the students going to be supervised?
The cost of lodging, camp and food are included in the \$229.00 price. We stay at an off season Boy Scout camp. Chaperones sleep in the same tent area with students.

How is the trip being funded?
Parents fund the trip.

What is the cost for the trip (lodging/registration/transportation, etc.)?
The cost is between \$10,862 (25 students and four adults) and \$15,670 (45 students and four adults).

What is the cost for each student?
Without fundraisers the cost is \$405.00 per child (for 25 students). Each additional child reduces the cost to all, by \$6.00 per child. If all 45 students attend, the cost would be \$331.22 per child.

Chaperones (student/adult ratio) – 1 adult for every 10 students is recommended
The chaperones are Mrs. Susan Marshall Armstrong and Coach Andrew Andrist, plus one additional male and female parent. This year we have a child with a medical need who will need to bring his parent as well.

What determines the student's eligibility for attending?
Students must attend LTS, be in 8th grade, did not attend the year before (in the event that they were retained) and have satisfactory behavior. Satisfactory behavior is less than 10 BIPS or three referrals in the second semester. If a student surpasses this discipline mark and their parent feels there is sufficient reason to allow them to still attend, we have a panel (three teachers, three parents, the trip sponsor, and an administrator) that will review the reason and make a final decision.

How does the trip benefit the students and the teacher? What state standard is met with this activity?

Curriculum objectives:

08.04.04.04

Objective #1: Students will compare the symbiotic and competitive relationships in organisms within the ecosystem of the island and its coastal line.

Sub objective: Students will identify organisms which have a symbiotic relationship, and those that have a competitive relationship.

Activity: Students will snorkel in the cove collecting specimen to observe.

08.04.04.06

Objective#2: Students will describe the following factors that allow for the survival of living organisms on the island as well as on mainland: protective coloration, beak design, seed dispersal, and pollination.

Activity: Students will identify and sort various species of organisms into the four categories.

08.04.04.01 and 08.04.04.02

Objective #3: Students will explain how an organism's behavior allows it to survive in an environment.

Activity: Students will observe several types of fish both in captivity and in nature (the ocean) and journal the behavior.

Student outcomes:

The student will gain hands on experience that will enable them to better comprehend human impact on the area of marine life, as well as, exploring marine biology as a career option.

Type and cost of transportation:

We have arranged a private charter bus, Master's Touch Charter Service. The cost of a 57 passenger bus for three nights with lodging for the driver (to ensure access to the bus in case of an emergency) is \$4100.

Bids received for out of state bus travel.

Charter lines contacted for quotes to travel to Long Beach Pier, Long Beach California leaving April 24, 2012 at 10:30 pm from Liberty Traditional School. The bus will stay in Long Beach California for the duration of our trip to ensure safe transport in case of emergency. The bus will be waiting at the Long Beach Pier at 3:00 pm for our pick up and return to Liberty Traditional School. We should arrive approximately at 12:00 am on the 27th of April.

I contacted three charter companies:

Master's Touch Charter 6550 E. 2 nd street Prescott Valley Az	\$4100.00
Trail Ways Bus Tours and Charter 3554 Chain Bridge Road Suite 202 FairFax, Va. 22030	\$4228.00
Prescott Transit Authority 820 E Sheldon St Prescott	Did not respond even after several phone calls and messages.

We have used the Master's Touch Charter service for the last five years with no problems or complaints. The buses are always on time, clean and safe. The owner and his drivers are always easily reachable by their cell phones before and during our trip. .

Youth Charter Contract

Master's Touch

Quote 1

Christian Charter Service and Tours

6550 E 2nd St, Ste A ☎ Prescott Valley, AZ ☎ 86314

Office: (928) 759-0206 ☎ FAX: (928) 759-0238

For Office Use Only

Date Initial

Mailed _____

- Tentative
- Confirmed

PICK-UP INFORMATION	CCO #: 20424-1
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Group Name: Liberty Traditional School – 6th Grade Science

Contact: Susan Marshall Armstrong Phone: 759-4564 Cell: 925-6553

Departure Date: <u>April 24, 2012</u> Load Time: <u>10:30 pm</u> Departure: <u>11:00 pm</u> Arrival: <u>8:00 am (4/25 firm)</u>	Return Date: <u>April 27, 2012</u> Load Time: <u>3:45 pm</u> Departure: <u>4:15 pm</u> Arrival: <u>1:15 am (4/28)</u>
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Pick-up Location: Liberty Traditional School

Address: 3300 Lake Valley Rd. City: Prescott Valley, AZ

Destination: Catalina Island Marine Institute (Catalina Express Terminal)

Address: 1046 Queens Hwy. City: Long Beach, CA

BILLING INFORMATION

Group Name: Liberty Traditional School

Billing Address: 3300 Lake Valley Rd.

City: Prescott Valley State: AZ Zip: 86314

Phone: 759-4564 FAX: 759-4520

CHARTER FEES

<u>45</u> Passenger Coach = \$ _____ <u>1</u> 57 Passenger Coach = \$4,100.00 Sub-Contract (# of coaches) _____ = \$ _____ Total including all charges: <u>\$4,100.00</u>	Deposit due: <u>\$200.00</u> Balance due: <u>\$3,900.00</u> Cancellation Deadline: <u>April 10, 2012</u>
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To be supplied to Master's Touch by: April 10, 2012

- Itinerary
- On-Board Group Leader(s)
- Map/Directions
- Hotel Information
- Bus Parking, Pass, or Fees
- Entry/Attraction Fees or Waiver

Special Information: Thank you for choosing Master's Touch Christian Charter Services, LLC. Please review this contract to make sure it is as requested. We will need the names and cell phone numbers of the on-board sponsors. *Please go over the coach rules with your on-board sponsors prior to the trip. The rules DO also apply to the sponsors.*

Group Name: Liberty Traditional

Trip: Catalina Island

Date: 04/24-28/2011

- A \$200 deposit (per coach) and a signed contract are required to confirm your reservation. Full payment is due 10 working days prior to trip date. Cancellation must be received 10 working days prior to your trip date. Cancellations received less than 10 working days prior to your trip will forfeit your deposit.
- ~~A cleaning/damage credit card authorization of \$500.00 per coach is required.~~ In the event of excessive debris and/or damage to the coach, you will be contacted prior to any charges being applied to the credit card. Any group chartering a Master's Touch coach assumes full responsibility for damage incurred on the coach by their passengers. This is not applicable to damage as a result of equipment or accessory failure or day-to-day wear and tear.
- Any changes to your itinerary must be approved by our office prior to your trip, and may result in additional charges or require an additional driver to be assigned to your trip at an additional charge.
- Your group is responsible for any parking fees, tolls, entrance fees, and any other charges not directly related to the transportation of passengers.
- Drivers must abide by legal time restrictions. Legal restrictions are ten (10) hours between drop-off and pick-up of your group, and 15 hours of on-duty time. On-duty time is any time your group has access to the coach. Any changes to your itinerary must be approved by our office prior to your trip, and may result in additional charges or require an additional driver to be assigned to your trip at an additional charge.
- **Adult sponsors (21 years or older) are responsible to go over the rules of the coach and for the conduct of the youth under their supervision. Adult sponsors must be at the pick-up point prior to the Load Time. No youth will be allowed on the coach without an adult sponsor.**
- The lead adult sponsor for each coach will perform a pre-trip inspection prior to loading any passengers to preview the condition of the coach. At the end of the trip, the same adult sponsor will perform a post-trip inspection to insure that the coach is in the same condition in which it was received.
- We require the name and cell phone number of at least one adult sponsor per coach who will be on the trip.
- No wet bodies will be allowed on the coach. If your itinerary includes a trip to the beach, pool, or skiing, each passenger will be required to bring a dry change of clothes, towel, and a beach bag or black trash bag to contain wet clothing under the coach.
- All passengers are required to remain seated once the coach approaches any city, or while in mountainous terrain.
- **No glass containers, alcoholic or non-alcoholic beverages, smoking, or chewing tobacco** are allowed inside the coach. Also, smoking within 20 feet of the coach is strictly prohibited. You may bring bottled water or soft drinks in resealable plastic bottles. Snacks are permitted, with the exception of chewing gum, sunflower seeds or any variety of nuts in the shell. Individual coolers or bags are permitted on the coach under your seat. Larger items may go underneath the coach in the luggage compartment.
- We have DVD players on all our coaches, and you are allowed and welcome to bring G, PG or PG-13 videos to show. However, "R" rated, "NR" (Not Rated), Un-Rated movies or movies with inappropriate/excessive language will not be tolerated. Neither will any movie in violation of A.R.S. 13-3507 be allowed. Please ensure that your movies are age appropriate for your group.
- We request that you not use hair spray, perfumes, or any aerosol sprays on the coach, in consideration of those who may have allergies or asthma, and to prevent damage to the windows and upholstery.

Your signature confirms that you have read and approve the conditions of Charter set by Master's Touch Christian Charter Service and Tours.

I have read and agree to the above conditions.

X

Signature	Please Print Name	Group Representative	Date
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X

Signature	Please Print Name	Master's Touch Representative	Date
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Quote 2

align out SUSAN MARSHALL ARMSTRONG

Find Someone My Site Options

Mail Inbox 6413 Items

Favorites	New	Delete	Move	Filter	View
Inbox (228)	Search Entire Mailbox				
Unread Mail (235)	Conversations by Date				
Sent Items	Newest on Top				
Today					
SUSAN MARSHALL ARM...	Moon				
Inbox (228)	BOBBY GOODMAN				8:11 AM
Drafts (35)	report card envelope				
Sent Items	BOBBY GOODMAN				8:48 AM
Deleted Items (417)	MS Conferances				
Junk E-mail (23)	BOBBY GOODMAN				8:45 AM
Notes	Book Donations Available ...				
Search Folders	Wilbooks				6:16 AM
	Now 80% off				
	Scholastic News				8:46 AM
Yesterday					
	Susan, Incorporate Mobil...				Wed 4:52 PM
	Scholastic Marketing Partne...				
	grades				
	LINNEA KNESELY				Wed 3:52 PM
	Zack's Ian				
	Andrea Timmons				Wed 3:07 PM
	New Clubs In The Humbol...				
	MARIELA BEAN				Wed 2:19 PM
	Celebrating HUSD Succes...				
	MARIELA BEAN				Wed 1:57 PM
	Direct deposit receipt for p...				
	violona@humboldtdunified.com				Wed 1:55 PM
	Megan Armstrong				
	Ray Reidsburn				Wed 1:51 PM
	after school art program				
	Jay Goswlok; Julianna Goswlok				Wed 1:31 PM
	recent events involving sp...				
	Joseph Mahoney				Wed 12:00 PM
	BIP				
	MARDA MAGDALENO				Wed 11:59 AM
	box tops				
	Danette Derickson				Wed 11:22 AM
	School Poster Printer for F...				
	Megan Cappolo				Wed 10:11 AM
	Student vs Teacher/Staff v...				
	KRISTI GOEKE				Wed 9:48 AM
	please please				
	Jennifer Lyonnais				Wed 9:47 AM
	Wednesday				
	LINNEA KNESELY				Wed 8:41 AM
	American flag?				
	MELODY BLACK				Wed 8:02 AM
	Yavapai Child Survey				
	Olivia Leon				Wed 8:12 AM
	bus				
	KRISTI GOEKE				Wed 7:57 AM
	Site Visit				
	COLE YOUNG				Wed 7:44 AM
	News Channel 3 Weathe...				
	WeatherBug Schools				Wed 6:21 AM
	Sell Used Teaching Sup...				
	Hoot of Lost				Wed 6:28 AM
Tuesday					
	Half Price Sale!				
	Scholastic Teacher Resources				Tue 6:28 PM
	science project				
	Rick Barnes				Tue 4:58 PM

Charter Quote

Bustrails [bustrails@trailways.com]

Actions

To: SUSAN MARSHALL ARMSTRONG

Monday, October 10, 2011 8:10 AM

This message was sent with High Importance.

Greetings,

We are very pleased to provide the estimated quote for your transportation needs as requested and outlined below for the date(s) of April 24-27, 2012. The net cost for roundtrip transportation (55-passenger motorcoach) is \$4,228.00; or, \$76.87 per person.

Price quotes are based on availability at time of booking and pending a final itinerary.

Groups are responsible for reserving and paying for a Trailways Driver's overnight hotel accommodation, when travel exceeds federal laws pertaining to Driver Hours of Service (HOS) rules—travel that exceeds more than 10 hours.

The above estimate is valid for 10-Business Days Only! If your group would like to place a "hold" on the date(s) and vehicle(s), it is recommended that you use a credit card deposit (10%) in the amount of \$422.80 to "hold" the date(s)/vehicle(s) before the 10-business days expire.

Please feel free to contact me if you should have any additional questions or wish to proceed with a "refundable hold" for the above date(s)/vehicle(s).

When you are ready to reserve your motorcoach with a contract, please contact me.

Thank you for your interest in *Traveling with Team Trailways*.
Team Trailways & Sabina Dhami
703-691-3052

Sabina Dhami
Informational Services Manager
Trailways Corporate
3554 Chain Bridge Road
Suite 202
Fairfax, VA 22030
703.691.3052 Voice
703.691.9047 Fax
bustrails@trailways.com
www.trailways.com

169.¹² per child @ 25 kids

OR

73.⁹⁵ per child @ 45 kids

CIMI Cherry Cove

Return signed contract & deposit by
OCTOBER 28, 2011
GUIDED DISCOVERIES
P. O. Box 1360
CLAREMONT, CA 91711
909 625.6194

Shannon

GROUP LOGISTICS

LIBERTY TRADITIONAL SCHOOL

Susan Armstrong

Street 3300 N. Lake Valley Rd.
Prescott Valley AZ 86314

Mailing 3300 N. Lake Valley Rd.
Prescott Valley AZ 86314

Day phone 928.759.4500 Home phone 928-925-6553 Alt. 928-442-0125h

TRIP LOGISTICS

Email SCMA1012@GMAIL.COM

~~Scheduled Dates: Wednesday, April 18, 2012 - Friday, April 20, 2012~~ *April 25th - April 27th*

CHECK IN TIME IS 8:30 AM. YOUR BOAT LEAVES AT 9:30 AM.

PLEASE BRING A SACK LUNCH ON ARRIVAL DAY

BOAT SCHEDULE SUBJECT TO CHANGE!

BOATS RETURN TO LONG BEACH AT APPROX. 2:00 PM ON SUNDAYS
BETWEEN 3:00 - 4:00 ON WEDS AND BETWEEN 2:30 - 3:30 ON FRIDAYS

Groups at CIMI receive ONE half-price chaperone for every 15 students.

Oked Per Shannon

Guided Discoveries has reserved **45** student spaces Grade Level _____

The tuition for each participant is **\$229.00**

You may bring a maximum of 2 chaperones per group of 15 students.

(Does not apply to TOLE MOUR)

The deposit fee for each participant is **\$40.00** per person which is non-refundable.

Number of Boys _____ Number of Girls _____

Total Students	<u>45</u>	X	<u>\$229.00</u>	=	<u>\$10,305.00</u>
Total HALF PRICE Chaperones	<u>3</u>	X	<u>\$114.50</u>	=	<u>\$343.50</u>
Total FULL PRICE Chaperones		X	<u>\$229.00</u>	=	<u>\$0.00</u>
Additional Charges		X		=	
			SUB TOTAL	=	<u>\$10,648.50</u>
			TOTAL DEPOSIT DUE	=	<u>\$1800.00</u>
			DEPOSIT PAID	=	
			TOTAL DUE AT CAMP	=	

*Student deposits were
paid by 11/2/11*

CANCELLATIONS

The group size may DECREASE by 5% without charge.

Numbers may not increase without approval from GUIDED DISCOVERIES.

GUIDED DISCOVERIES does not guarantee availability beyond the contracted number.

If the group cancels 90 Days prior to the first day of camp the total deposit will be forfeited.

If the group cancels less than 90 Days prior to the first day of camp the cancellation fee is the full tuition amount payable within 5 days.

If a cancellation fee is imposed by the transportation carrier, the group will become the responsible party for any payment.

DEPOSIT MUST BE PAID IN FULL SIXTY (60) DAYS PRIOR TO ARRIVAL OR YOUR CONTRACT WILL BE SUBJECT TO CANCELLATION.

TALL SHIP: There is a minimum guarantee of 30 persons for the program. If the group is less than 30, you will still be responsible for the minimum guarantee: \$8,550. for 3 day trips, \$15,150 for 5 day trips, \$18,300 for 7 day trips and \$6,7500 for week-end trips. If the group is more than 30, your cost will be based on the per person tuition rates above.

ACCEPTANCE

I/We have read both sides of this contract and understand all the conditions set forth herein. Upon signing this contract shall be returned to GUIDED DISCOVERIES not later than **October 28, 2011**. A copy of said contract is as valid as the original.

PLEASE FILL IN ALL HIGHLIGHTED SECTIONS AND READ CAREFULLY ALL INFORMATION IN RED PRINT.

SIGNATURE OF AUTHORIZED AGENT

DATE

K. Turner by J. Bergerson

8/26/11

GUIDED DISCOVERIES

DATE

BY 8/26/11

Guided Discoveries, Inc.

1. The contracting group understands and agrees the Guided Discoveries' Executive Director or designee shall have the final authority on all matters affecting the safety and well-being of the camp and campers, and the programs of Guided Discoveries, Inc.
2. The contracting group agrees to comply with the Statement of Understanding, Guided Discoveries' rules, and directions from Guided Discoveries' staff. The contracting group agrees to maintain a clean camp at all times.
3. Chaperones agree to smoke only in designated areas. Students may not smoke while on Guided Discoveries property. No alcoholic beverages, illegal drugs, firearms, knives, explosives, or weapons of any kind or nature are permitted on Guided Discoveries property. Groups may not bring pets or animals. Anyone found with these items will be dismissed from the program. Transportation from the facility will be the responsibility of the offender, or the offender's parents.
4. Other than ordinary wear and tear, the contracting group agrees to pay for any and all damage to property owned or operated by Guided Discoveries caused by any member(s) of the group. There will be a fee of \$100 for misuse of fire extinguishers.
5. Ocean transportation to and from Toyon Bay, Fox Landing and Two Harbors will be provided by Catalina Classic Cruises. If the transportation carrier increases rates, the group will be notified and will be responsible for the difference.
6. Catalina Classic Cruises services Toyon Bay, Fox Landing and Two Harbors only. Any special arrangement may result in additional charges.
7. This contract may not be assigned without approval from Guided Discoveries, Inc. Any such assignment will render this contract null and void.
8. In the event of cancellation due to fire, rain, flood, riot or other catastrophe, Guided Discoveries will reschedule the group as soon as possible. If Guided Discoveries is unable to reschedule the group, the group will receive a refund of half their deposit.
9. Guided Discoveries cannot guarantee the rebooking option.
10. If the contracting group is co-ed, there must be an adult member of each sex accompanying the group.
11. The minimum school group size is 15 students.

Dear 8th grade Parents,

This year we will again be sponsoring an optional 8th grade trip to CIMI (Catalina Island Marine Institute). We will leave late Tuesday, April 24th, and return early Friday morning, April 27th.

Attached you will find an informational packet to answer most of your questions, and a sign-up sheet. We have a 57 passenger bus and have pre-arranged 45 spots, so we will have plenty of room. Price will be lowered per each additional student added to the trip.

The CIMI trip payments will count as tax donations; any person who pays Arizona tax can get this deduction, so ask family and friends to donate, also.

Thank you.

To whom it may concern,

Information about the field trip:

The Marine Biology Club would like to attend the Catalina Island Marine Institute's marine biology camp. We will depart April 24, 2012 at 10:30 pm by chartered bus, and return April 27, 2012 at approximately 12:00 am. Each student's family is responsible for the cost of travel and camp; this cost is approximately \$405.00 per student (based on 25 students attending). We will be taking approximately 25 students and four chaperones. (We can adjust numbers if needed) The cost per student will be reduced for each student who signs up over the initial 25. I have asked for the option to bring as many as 45 students.

Chaperones: Andrew Andrist, Susan Marshall-Armstrong, and one additional male and one additional female chaperone (to be picked at a later date). CIMI requests a minimum amount of chaperones per group. **Each research group will contain 13 campers, two chaperones from Liberty and two instructors.**

Sleeping arrangements: The camp is an off season Boy Scout camp with camp ground tents set up on wooden platforms with two cots per tent; male students will be housed in their own camp site with the male chaperones, and female students in their own tent site with female chaperones.

Restroom arrangements: There are separate male and female facilities. Each has showers in one open room and students shower in bathing suits. Toilets are in separate stalls.

Meals: Three meals a day are served family style in a meal hall. Chaperones are required to eat with the students. Breakfast, the morning we arrive in California at the pier, will be juice, muffins, and fruit provided by the Club. Students will eat a sack lunch from home on the ferry ride to the island. Students will stop for a restaurant meal Friday night on the way home.

Activities: Students will be split up into research groups and lead by camp instructors who hold degrees in education and/or marine biology. Possible activities include snorkeling, canoeing, fish dissections, nature hikes, and fish classification class.

Transportation: The club will charter a 57 passenger bus, from Master's Touch Bus Charter with an on board restroom, TV/DVD players and bucket style seats. It is driven by a husband/wife team who will remain in Long Beach California while we are on the island. We will travel to the island by ferry from The Catalina Cruises Ferry Company at the Long Beach Dock. We load the ferry at 9:00 am and arrive on Catalina at 10:30 am. We will then hike about one mile into Cherry Cove where we will be staying. Friday afternoon we load the ferry and arrive back at the pier around 3:00 pm where we will

reload the bus to return home. We should arrive back at the school around 12:00 am Saturday morning.

In case of emergency: The sponsors will have the cell phone number of the bus driver and the group will return to the mainland as soon as possible. The bus will pick us up at the dock. In case of a medical emergency, we have access to a hospital on Catalina; the coast guard is also available to fly patients to a hospital on the mainland.

Medical concerns: Each student must have a completed medical card and health insurance on file. Any prescription medications will need to be listed and sent on the trip in their original containers to be given as prescribed. Over the counter medication will only be given as specified by HUSD guidelines. Each student will be encouraged to carry their own suntan lotion and the required permission slip.

Dress: Students are required to dress in a modest style. Female students will wear full piece bathing suits and male students will wear tee shirts with their swim trunks when not in the water. When students are in the water they are in wet suits provided by the camp.

Justification for the request:

Financial costs and funding sources

Total cost break down:
Camp per student \$229.00
Bus per student \$166.00
Friday night meal \$10.00

Total cost per student \$405.00

Deposit for CIMI of \$1800.00 to be paid out of students' deposits.

Deposit for Master's Touch Bus Service of \$200.00 to be paid out of students' deposits.

Fees for chaperones of \$639.00 are to be paid by PTO.

Fundraisers: Parents must make the commitment to pay the cost of the trip for their child and PTO has made the commitment to pay for the chaperones costs. The Club would like to have the following service oriented fundraisers to help defer the cost if this trip is approved.

It is necessary for all parents to hold finger print clearance cards to attend fundraisers, and at times we will ask for teacher volunteers.

1. School wide yard sale on a Saturday from 8:00am-3:00pm
2. Christmas present wrapping on a Saturday from 8:00am -3:00pm
3. Parent's Day Out (for parents of Liberty students only) on a Friday evening or Saturday

4. Donuts and hot chocolate/coffee to parents and teachers in the drop off lines in the morning on Fridays
5. Car washes

How would fundraised monies be credited?

Students and parents will be required to sign in and work a minimum amount of time to benefit from that day's fundraiser. These guidelines will be set by the students of the Club. Fundraised monies will be credited to the remainder of what the student owes, and parents will be kept current on their balance. A student who is unable to attend the field trip will have his earned money disbursed amongst the other students in that particular fundraiser.

Is money paid by the parent refundable?

The Camp has a no refund policy and the cost of the bus will be divided evenly based on the number of students who commit to go. Once the numbers are set, there will be no refunds. Parents must sign a financial commitment agreeing that all monies, paid on or after the HUSD Governing Board approval for the April 24-27th trip to Catalina, will be non-refundable for any and all reasons.

The total cost for CIMI is \$405.00 per student plus snacks and souvenir money (ex. \$25.00).

This year it is necessary to have a minimum of the \$75.00 deposit and the additional \$113.00 paid no later than January 15, 2012 to hold your child's spot. The remaining balance of \$188.00 would need to be paid in full no later than April 9, 2012.

The following are a couple of options to help you better budget for this trip.

Option #1

Amount	Due date
\$75.00	Upon Board Approval (the deposit)
\$55.00	November 30
\$55.00	December 31
\$55.00	January 31
\$55.00	February 28
\$55.00	March 31
\$55.00	April 15

Option #2

A deposit of \$75.00 then \$165.50 by January 15 and the remaining \$165.50 by April 9.

Please make all payments payable to LTS and write your child's name on the memo line of the check.

Please fill out and return as soon as possible, you may keep the top half for your records.

Yes, I would like _____ to attend the optional field trip to CIMI on Catalina Island April 24th –April 27th.

I understand that a \$75.00 deposit is required upon approval by school board to hold my child's place. I also acknowledge that any monies held by the school for the purpose of this trip after November 30, 2011 will be non-refundable. I understand that any student attending MUST have completed their AIMS test before they may attend as well.

I would like to use option _____ for payment of the required \$405.00 fee for this trip; I understand that this amount covers my child's transportation by a private carrier, my child's meals and lodging while at CIMI camp, as well as, my child's meal on the way home Friday April 27, 2011.

Parent Signature _____ Date _____

Contact phone number _____

HUMBOLDT UNIFIED SCHOOL DISTRICT #22
FIELD TRIP PERMISSION FORM

Date: 4/1/2012

To the Family of Students in 8th grade at Liberty
(Grade/Class) (School)

Mrs. Armstrong and Mr. Andrist are planning a Field Trip to:
(Trip Sponsor)

Catalina Marine Institute on the Island of Catalina Ca. on April 24, 2012 through April
27, 2012. The time of departure is 10:30pm. The date and estimated time of return

is Friday 4/27/2012 between 11:00pm and 1:00am. The purpose of the field trip is to gain
a hands on understanding of Marine Biology and how this field benefits our Earth.

(Primary Objective)

Eating arrangements will be Family style meals at camp and fast food Friday night.

Other information: The cost of the trip is \$405.00 before fundraisers and is all inclusive regarding travel,
meals, lodging and activities.

**Transportation will be provided by: Master's Touch Charter Service

Sincerely, Susan Armstrong
(Trip Sponsor)

My signature below indicates my desire to have my child _____
accompany the LTS Marine Biology Club on the field trip noted above.

I realize that the District's liability insurance only covers injury if negligence is proven against the School
District; and that in other circumstances, the student's insurance will provide coverage.

MEDICAL RELEASE

In case of accident or serious illness, I request the school/trip sponsor to contact me. If I cannot be reached, I
hereby authorize the school/trip sponsor to call the physician indicated below and follow his/her instructions. If it
is not possible to contact this physician, the school/trip sponsor may make whatever arrangements are necessary.

I have legal custody or control of my child and grant permission for any emergency treatment and/or hospital
services that may be rendered to said minor under the general or specific direction of:

Dr. _____ Telephone _____ or hospital emergency
department physician.

Parent/Legal Guardian (Please Print)

Name _____ Telephone _____

Home Address _____

Signature or Parent/Legal Guardian _____

NOTE; This form is available in Spanish if needed.

**Indicate 'Walking' if not using transportation.

***THIS FORM MUST ACCOMPANY THE STUDENT ON THE TRIP, I.E. IN TEACHER'S POSSESSION.

8th grade parents of students interested in going to Catalina,

I will hold an informative meeting on **Thursday October 27, 2011 from 4:30 pm until 5:30 pm**. I will give a quick break down of how the trip works, the payment schedules, and answer any questions.

If you cannot make this time or would like one-on-one time with me you can come to my table during conferences to talk.

As the trip gets closer, I will have a mandatory parent meeting to ensure you have received all important information.

Paperwork and the \$75.00 deposit must be turned in NO LATER than November 30, 2011 pending board approval. Please see or call me if this arrangement does not work for you.

Thank you,
Susan Armstrong

8th grade parents of students interested in going to Catalina,

I will hold an informative meeting on **Thursday October 27, 2011 from 4:30 pm until 5:30 pm**. I will give a quick break down of how the trip works, the payment schedules, and answer any questions.

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Thank you,
Susan Armstrong

Catalina Island Field trip Student Information Sheet

You will be asked for all of this info again on the camp forms, however they make me turn that in upon arrival, I would like to have this for my records incase of emergency. On the back you will be asked to sign acknowledging and agreeing to key points about your child's trip.

Please fill out the following basic information:

Student name: _____ Date of Birth _____

Home address: _____

Home phone: _____

Insurance information:

Card holder's name: _____

Ins. Carrier _____ Policy number _____

Emergency contact information:

Person to contact FIRST incase of emergency: _____

Home # _____ Work # _____ Cell # _____

Alt. person: _____

Home # _____ Work # _____ Cell # _____

Medical information:

Allergies: (food or meds) _____

Medical conditions _____

Medicines to be given daily or as needed: _____

Does your child get sea/motion sick? Yes _____ No _____ I don't know _____

If your child becomes motion sick may they receive Dramamine per instructions on package?

Yes _____ NO _____ Parent initials _____

Parent Signature: _____ Printed Name: _____

* Students are welcome to bring electronic devices including cell phones, ipods, and game players with the understanding that HUSD and CIMI take NO RESPONSIBILITY for these items. Other schools will be at the camp at the same time we are there. There will be NO place to lock up valuables.

* Students who take daily medication must turn this medication in to Mrs. Armstrong before loading the bus; this would include motion sickness medications, as well as, items such as Advil or Tums. Please have prescription medications in their original pharmacy bottles with printed instructions on the label.

* Students will need to place all food items including gum and candy in the mess hall box upon arrival. The wild life can and will enter tents and tear into anything that smells of food.

My student and I have read and understand the statements above. We understand that HUSD and CIMI are not responsible for lost or damaged items.

Parent signature _____

Student signature _____