

**University Preparation Charter School  
at CSU Channel Islands  
1099 Bedford Drive  
Camarillo, CA 93010  
(805) 482-4608**

**SCHOOL-SPONSORED FIELD TRIP/EXCURSION AUTHORIZATION**

DEFINITION: School-sponsored trips include any trip or excursions made in conjunction with courses of instruction or school-related social, educational, cultural or athletic activity.

APPROVAL: Site Administrator approval is required for all trips no later than 10 days prior to the trip except for those requiring board approval. Board Approval is required at least one month prior to any trip:  
(1) exceeding 200 mile one-way, (2) involving air transportation, (3) out of state, or (4) overnight.

**TO BE COMPLETED BY CERTIFICATED PERSON IN CHARGE OF TRIP**

(Please print legibly)

SCHOOL UPCS CLASSROOM #(s) \_\_\_\_\_  
TEACHER(S) Carlos Sanchez, Licea GRADE(S) 8  
DESTINATION Charlottesville Virginia and Washington DC  
DEPARTURE DATE 4/1/24 TIME \_\_\_\_\_ RETURN DATE 4/6/24 TIME \_\_\_\_\_  
NUMBER OF MILES ONE-WAY: ( ) Less than 200 miles ( ☒ ) More than 200 miles  
TRANSPORTATION METHOD(S) USED TO/FROM /AT DESTINATION (Check all that apply):  
( ☒ ) Plane ( ) Bus ( ) Train ( ) Private Vehicle Other: \_\_\_\_\_  
LODGING TYPE, NAME AND LOCATION: TBD in Virginia & D.C.  
PURPOSE OF TRIP & RELATION TO COURSE OF STUDY \_\_\_\_\_  
8<sup>th</sup> Grade Trip - U.S. History  
DESCRIPTION OF ACTIVITIES Museums, historical monuments,  
national treasures/sites  
# STUDENTS ANTICIPATED 75 MINIMUM # CHAPERONES REQUIRED 7/8

Adult/child ratio is a minimum of 1:10 except as follows: Wading in water: number to exceed 1:10 ratio as appropriate for safety. Swimming: Grades K-3 = 1:4; Grades 4-6 = 1:8; Grades 7-8 – 1:10. These ratios also apply to lodging where students are allowed access to pools/spas.  
Watercraft Trips: 1:5, if adult's own child is with him/her, ratio is 1:4 (including the adult's child).

BOARD APPROVAL REQUIRED: Yes ( ☒ ) No ( )

I HAVE READ AND WILL ABIDE BY BOARD POLICY AND REGULATIONS FOR SCHOOL-SPONSORED TRIPS.

CERTIFICATED EMPLOYEE IN CHARGE Pam S. DATE 4/24/23

**SITE ADMINISTRATOR APPROVAL**

SITE ADMINISTRATOR: Approve ( ) Deny ( )

Signature \_\_\_\_\_ DATE \_\_\_\_\_

**Cafeteria Notified ☐**

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SCHOOL UPCS CLASSROOM #(s) \_\_\_\_\_  
TEACHER(S) McCurdy, Johnston, Herrera, Varg GRADE(S) 5th  
DESTINATION CIMI Catalina Island Marine Institute  
DEPARTURE DATE \_\_\_\_\_ TIME 6:00 RETURN DATE \_\_\_\_\_ TIME 2:30  
NUMBER OF MILES ONE-WAY: ( ) Less than 200 miles ( ) More than 200 miles  
TRANSPORTATION METHOD(S) USED TO/FROM /AT DESTINATION (Check all that apply):  
( ) Plane ( ☒ ) Bus ( ) Train ( ) Private Vehicle Other: Boat  
LODGING TYPE, NAME AND LOCATION: Cabins  
PURPOSE OF TRIP & RELATION TO COURSE OF STUDY Hands on learning experience at CIMI  
DESCRIPTION OF ACTIVITIES Snorkeling, Kayaking, Oceanography plankton tidepools, Mini Ecology hike, Squid dissection  
# STUDENTS ANTICIPATED \_\_\_\_\_ MINIMUM # CHAPERONES REQUIRED \_\_\_\_\_

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CERTIFICATED EMPLOYEE IN CHARGE \_\_\_\_\_ DATE \_\_\_\_\_

**SITE ADMINISTRATOR APPROVAL**

SITE ADMINISTRATOR: Approve ( ) Deny ( )

Signature \_\_\_\_\_ DATE \_\_\_\_\_

**Cafeteria Notified ☐**

*Scanned to Sonia  
& Lisa*

A California Charter School  
"Logramos Juntos—Together We Achieve"