

Northern California Conference

Out of Union Trip Approval Request

(Please attach itinerary with request)

Name of School: _____ Name of Teacher: _____

TYPE OF TRIP:

<input type="checkbox"/>	A.	Class, club and student association – 2 school days max. (<i>Senior class trip, etc.</i>) Organization/Class Name: _____
<input type="checkbox"/>	B.	Course-related and promotional groups – 3 school days max. (<i>music, drama, etc.</i>) Organization/Class Name: _____
<input type="checkbox"/>	C.	Outdoor and extended campus education activities and mission outreach projects – 5 school days max. (<i>modern language, history, etc.</i>) Organization/Class Name: _____
<input type="checkbox"/>	D.	Combination of tours – see <i>Education Code A24-128</i> and attach explanation.

Date of Departure: _____ Date of Return: _____ TOTAL School Days: _____

	School Administrator	Conference Supt.	Hawaii Conf. Supt.	School Board	NCC Office of Education	General Conf. Office of Education
DESTINATION & APPROVAL PROCESS: <i>All tours must comply with Ed. Code section A24</i>						
<input type="checkbox"/> One-day off campus (<i>Ed. Code A24-108</i>)	X			X		
<input type="checkbox"/> Intra-Union Overnight (<i>Ed Code A24-112</i>)	X			X		
<input type="checkbox"/> Out of Union (<i>Ed Code A24-120</i>)	X			X	X	
<input type="checkbox"/> Tours to Hawaii (<i>Ed Code A24-116</i>)	X	X	X	X	X	
<input type="checkbox"/> Interdivision Tours (<i>Ed Code A24-124</i>)	X			X	X	X
Location(s): _____						

Number of students: _____ Male _____ Female Cost per student: \$ _____

Number of faculty chaperones: ____ Male ____ Female Other chaperones: ____ Male ____ Female

Administrator Approval: _____ <div style="text-align: right;">Date</div>	_____ <div style="text-align: right;">Principal's Signature</div>
School Board Approval: _____ <div style="text-align: right;">Date</div>	_____ <div style="text-align: right;">Board Chair Signature</div>
Risk Mgt. Approval: (for Mission Trips) _____ <div style="text-align: right;">Date</div>	_____ <div style="text-align: right;">Risk Management Signature</div>
NCC Board of Ed: <input type="checkbox"/> Request Approved	<input type="checkbox"/> Request Denied
_____ <div style="text-align: right;">Date</div>	_____ <div style="text-align: right;">Superintendent Signature</div>