

Northern California Conference
Tours and Off Campus Activities Request
(Out-of-Union, Hawaii, Interdivision, Mission Trips, and Educational Tours)
*(Trip itinerary **MUST** be included with this form)*

Name of School: _____ Name of Teacher: _____

A. Class, club and student association – **2 school days max.** (*Senior class trip, etc.*)
 Organization/Class Name: _____

B. Course-related and promotional groups – **3 school days max.** (*music, drama, etc.*)
 Organization/Class Name: _____

C.* Outdoor and extended campus education activities and mission outreach projects
(activities must have curriculum enrichment: complete page 2) – **5 school days max.**
 Organization/Class Name: _____

D.* **Combination of Tours type A, B, or C - 5 consecutive school days max**
When extending a trip beyond the number of days allowed in the Pacific Union Ed Code by combining any activity with an educational tour, the definition of an educational day will include all of the following:

- Activities that are directly tied to current curriculum content being studied by the students
- Activities that are at least 4 hours in length (coinciding with the requirement for a minimum day)
- Activities that include evidence of student accountability

*** For activity type C or D above - page two must be completed ***

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

DESTINATION & APPROVAL PROCESS: <i>All tours must comply with Ed. Code section A24</i>	School Administrator	Conference Supt.	Hawaii Conf. Supt.	School Board	NCC Board of Education	General Conf. Office of Education
<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
<input type="checkbox"/> Combination/Education Tours (<i>Ed Code A24-128</i>)	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: _____
 Date _____ Principal's Signature _____

School Board Approval: _____
 Date _____ Board Chair Signature _____

Risk Mgt. Approval: _____
 (for Mission Trips) Date _____ Risk Management Signature _____

NCC Board of Ed: Request Approved Request Denied

 Date _____ Superintendent Signature _____

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Educational Activity	Curriculum Enrichment Evidence
Activity Description:	
<ul style="list-style-type: none"> • Prior Learning 	
<ul style="list-style-type: none"> • Learning Objective 	
<ul style="list-style-type: none"> • Follow-up Activity: evidence of learning from the trip 	

Activity Description:	
<ul style="list-style-type: none"> • Prior Learning 	
<ul style="list-style-type: none"> • Learning Objective 	
<ul style="list-style-type: none"> • Follow-up Activity: evidence of learning from the trip 	

Activity Description:	
<ul style="list-style-type: none"> • Prior Learning 	
<ul style="list-style-type: none"> • Learning Objective 	
<ul style="list-style-type: none"> • Follow-up Activity: evidence of learning from the trip 	

Activity Description:	
<ul style="list-style-type: none"> • Prior Learning 	
<ul style="list-style-type: none"> • Learning Objective 	
<ul style="list-style-type: none"> • Follow-up Activity: evidence of learning from the trip 	

Include additional pages as needed