

**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
(~~DFRFRD~~ / ~~FRBDDH~~) ~~FRROD~~
Organization/Class Name: _____

D. Combination of ~~FRD\$~~ % ~~RUB~~ ~~FRD~~ ~~FRRO DV~~ ~~D~~
:~~SERESDVORRFE8RCSFRDQ~~
~~DFDRBQORARDBDQOGBDORRORR~~
v \$ ~~FRDORFRDORR~~
v \$ ~~FRDORFRDORR~~
v \$ ~~FRDORFRDORR~~
~~D~~

DESTINATION & APPROVAL PROCESS: <small>All tours must comply with Ed. Code section A24</small>	School Administrator	Conference Supt.	Hawaii Conf. Supt.	School Board	NCC 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
FRD FRD FRD (<i>Ed Code A24-120</i>)	X			X	X	

Location(s): _____

~~FRD~~ ~~FRD~~ ~~FRD~~ ~~FRD~~ ~~FRD~~ _____ Female Cost per student: \$ _____
Number of faculty chaperones: ___ Male ___ Female Other chaperones: ___ Male ___ Female

Administrator Approval: _____ Date: _____	_____ <small>FRD</small>
School Board Approval: _____ Date: _____	_____ Board Chair Signature
Risk Mgt. Approval: (for Mission Trips) _____ Date: _____	_____ Risk Management Signature
NCC Board of Ed: <input type="checkbox"/> Request Approved Date: _____	<input type="checkbox"/> Request Denied _____ 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 	
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<ul style="list-style-type: none"> • Prior Learning 	
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<ul style="list-style-type: none"> • Follow-up Activity: evidence of learning from the trip 	

Include additional pages as needed