

This submission has been flagged for changes:

Please attach the following documents: - Letter of Intent - Cost Breakdown - Itinerary Thank you, - Alejandra



Field Trip Request

What is a Field Trip?

A field trip is an educational outing where students visit locations outside the classroom to enhance their learning through real-world experiences.

Submitter Name (First and Last)

Casey Elsa

Submitter Email

celsa@srcs.k12.ca.us

Title

Teacher

School Site

Santa Rosa High School

BASIC TRIP DETAILS**Type of Trip**

- Day Trip
 Overnight Trip

Over 100 miles?

- Yes
 No

Start Date & Time of Proposed Trip (Time leaving the school site)

04/24/2025 6:15 AM

End Date & Time of Proposed Trip (Time returning to the school site)

04/26/2025 7:00 PM

Late Notice

Overnight Trips must be requested **at least 50 days in advance**. Your request *may* be denied on this basis alone, since your trip is within this timeframe.

Name of Destination of Proposed Trip

Journalism Education Association Conference (at the Sheraton Grand Seattle)

Destination Address

1400 6th Ave.

City

Seattle

State

WA

Out-of-State Trip

The Office of Educational Services will be in contact with you to share more information about...

Reason for the Proposed Trip

Each year the students in the journalism and yearbook programs attend classes in design, writing, podcasting, and photography as well as take part in competitions at this national conference.

SPECIFIC DETAILS

[Read AR 6153.1](#)

Does this proposed trip involve a Dangerous Activity, as defined in Administrative Regulation 6153.1?

(https://drive.google.com/file/d/13DCWxV87UdviOR3Y4VZN-nj_qMt3clXA/view?usp=sharing)

Yes No

Does this proposed trip involve ANY document(s) that require a signature?

Yes No

Attach the relevant document(s).

4E FIELD TRIP-Medical Form.pdf

Letter of Intent for Seattle JEA.pdf

JEA General Schedule 2025.pdf

JEA Budget 2025.docx (1).pdf

ATTENDEES & SUPERVISION

Provide the maximum expected number of each type of attendee:

TK-6 Students

0

7-8 Students

0

9-12 Students

18

Total Students

18

Adults

2

All Attendees

20

You have enough adults attending, but can always add more.

The minimum student-to-adult ratio for overnight trips is 9:1 and your ratio is 9:1. Excellent! Please list the names and phone numbers of your adult attendees in the table below.

By increasing the number of adults above, you can include extra chaperones, additional staff needed for special services, or alternates.

2 Adult Attendees

Role	Full Name	Phone Number
Primary Teacher	Casey Elsa	(707) 332-1943
Chaperone	Todd Elsa	(707) 591-4522

CLASS COVERAGE

Will a substitute be needed?

- Yes
- No
- Doesn't Apply (Elementary)

How will this be funded?

Via our Yearbook Club account which will be receiving donations from the Foundation and revenues from our sales.

TRANSPORTATION

Main Method of Transportation

- West Country Transportation Co.
- Private Vehicle
- Chartered Bus Co.
- SRCS Vehicle
- City Bus
- Walking
- Flight

How will the students be transported to and from the airport?

Their parents will pick them up and drop them off at the Sonoma County Airport.

Additional Transportation, if any. (List any additional transportation methods)

Taxis from the airport in Seattle to the hotel/convention.

COSTS

Cost of Trip (e.g., Admission, Ticket, Facility use, etc.)

\$2735

Lodging Cost

\$2994.04

Other Costs (e.g., Transportation, miscellaneous expenses)

\$6353

Value must be greater than zero unless walking trip.

Amount Subsidized by Club, PTO, or Grant

\$12082.04

TOTAL \$0.00

Per-Student Cost \$0.00

How is the cost of the proposed trip funded? (Costs: Per Education Code 35330 and Title 5, CCR, Section 350. No student shall be charged for participating in a school-sponsored educational day field trip. Costs must be covered by public school funds, fundraising, donation, parent associations, or booster clubs)

I am still in the process of securing funding from the Foundation. We also have revenues generated by the sales of Yearbook ads that could be used to pay for part of the trip. We are also looking into doing a Dine and Donate.

Are you fundraising for this proposed trip?

Yes No

Have your fundraising activities been approved?

Yes No

Attach your Fundraiser Approval Documentation

doc00632920250207110106.pdf

Secondary

(https://docs.google.com/document/d/1B5PeiTW1I_jpVo7W6eNNjtYETLbx4ypQ/edit?usp=sharing&oid=104325730359082843687&rtpof=true&sd=true)

OVERNIGHT TRIP

What are the educational benefits of the proposed overnight trip?

This trip gives the students the opportunity to show their skills in a national competition. Seeing how their writing looks alongside peers from all over the country builds up their confidence and general impression of the value of journalism. Since attending the convention we've expanded our program to include a podcast and a website, two things that we

Is there an equivalent opportunity available closer to Santa Rosa?

Yes No

Will there be loss of class time?

Yes No

How much?

2 Days

Is there any other loss of class time for this group within three weeks of this proposed trip (before or after)?

Yes No

Has this group taken an overnight trip before?

Yes No

Trip Date

09/20/2024

To what location?

Garden Grove, CA

It is understood that no grade or extra credit will be given for participation or non-participation.

Field Trip Comments or Notes

SIGNATURES

Submitter

Casey Elsa

Timestamp

01/07/2025 05:16 pm

Principal or Delegate

Valerie Jordan

Timestamp

01/08/2025 10:23 am

Assistant Superintendent of Educational Services

Roderick Castro

Timestamp

01/09/2025 03:26 pm

Associate Superintendent of Business Services

Lisa August

Timestamp

03/07/2025 02:08 pm

Reviewing the Dangerous Activity component of this trip.

Submission ID

SRHS0508