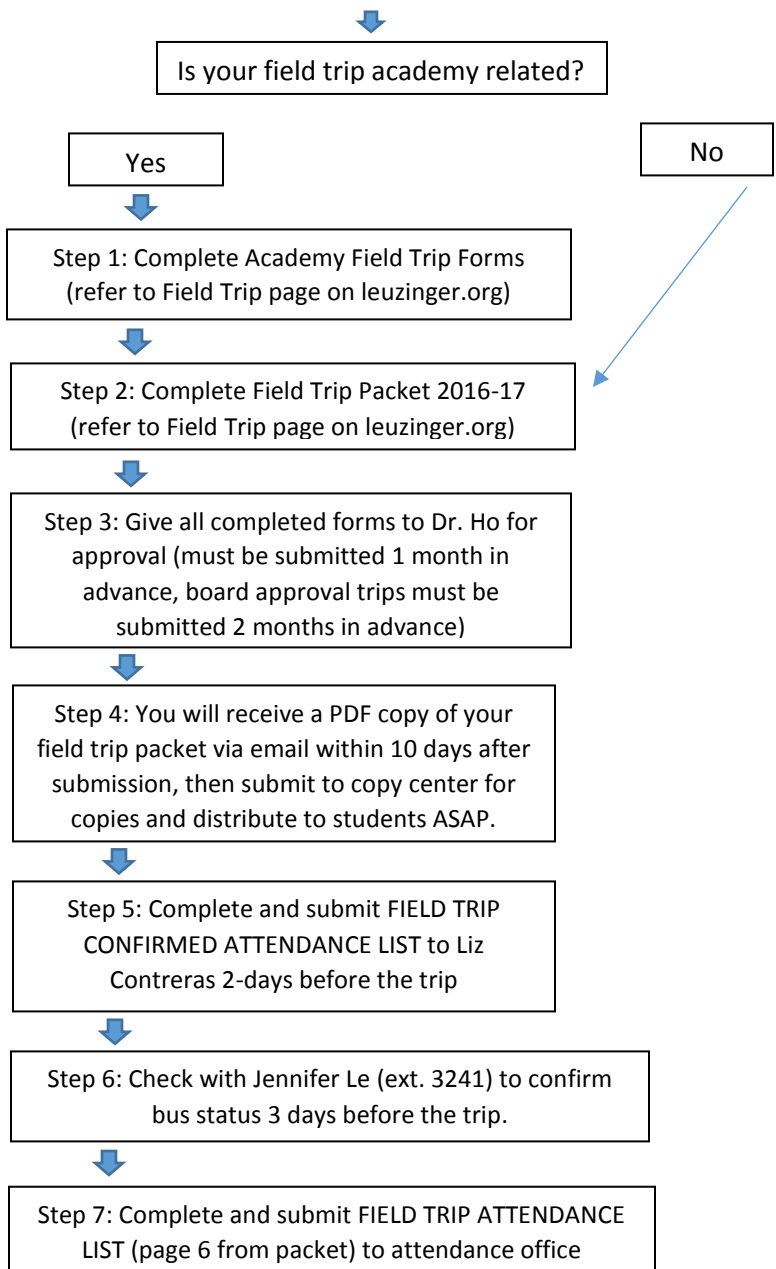


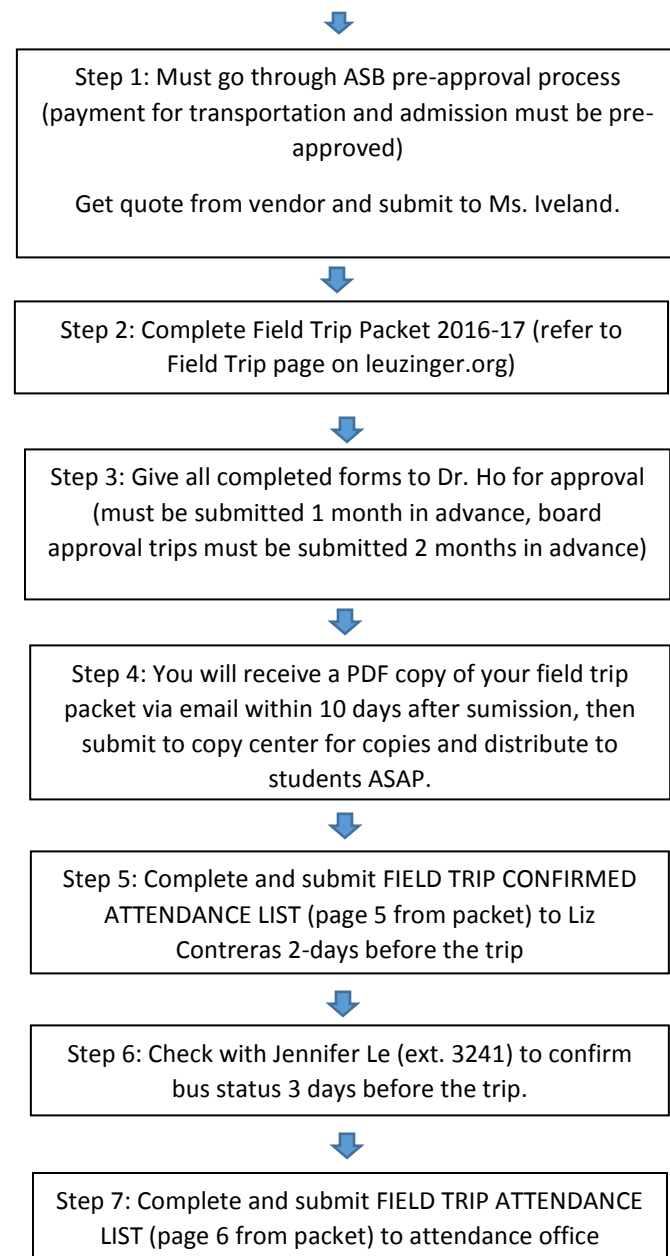
# Field Trip Flow Chart

How are you funding your field trip? All overnight trips or “outside of LA County” trips require board approval.

## Academy/AVID/Site Budget



## ASB Account



## FAQS

**How do I take my kids on a field trip?**

*-Refer to the flow chart*

**Do you need a bus?**

*-If yes, complete the purchase req form (pg. 12 of field trip packet) to request for a bus. Refer to sample packet for instructions.*

**Does my trip require board approval?**

*- All overnight trips or “outside of LA County” trips require board approval.*

*All field trip packets must be submitted 1 month in advance.*

*Trips that require board approval must be submitted 2 months in advance.*