

SAN MARINO UNIFIED SCHOOL DISTRICT
APPLICATION FOR APPROVAL TO CONDUCT
MULTI-DAY OVERNIGHT AND/OR OUT-OF-STATE/COUNTRY FIELD TRIP
(AT LEAST THREE TO SIX MONTHS BEFORE DEPARTURE DATE)

(Exceptions to timeline must be approved in advance by the Assistant Superintendent of Instructional Services)

To: Board of Education _____ Date: April 16, 2019

The undersigned for San Marino High School hereby applies for approval to conduct a field trip to NCA Cheer Camp, Town and Country. Date: Aug 2-5, 2019

<p>1. Inclusive dates of trip: <u>Aug 2-5, 2019</u></p> <p>NOT DURING TESTING</p> <p><input type="checkbox"/> Itinerary attached Principal's Initials <u>[Signature]</u></p>	<p>2. Purpose of trip:</p> <p><input checked="" type="checkbox"/> Paragraph attached describing educational value and specific activities students will be required to complete</p>
<p>3a. Membership of Group: <u>Cheer</u></p> <p><small>(e.g., U.S. History class, choral group)</small></p>	<p>3b. Number of Students Attending: <u>30-35</u></p> <p>Boys: <u>0</u> Girls: <u>30-35</u></p>
<p>4a. Cost of trip financed by: <u>Boosters \$17,279</u></p> <p>4b. Name of travel agency contracted for trip: <small>(professional travel organization is required)</small> <u>FBD by Athletic Director</u></p> <p>4c. Cost per student: <small>(no student will be excluded from a required trip due to a lack of funds.)</small> <u>\$539.97</u></p> <p><input type="checkbox"/> Attached student(s) name and verify funding source</p>	<p>4d. Describe fundraising activities, if any:</p> <p><u>Boosters have raised all funds needed.</u></p> <p>Attachment(s), if any</p>
<p>5a. Name of certificated employee(s) in charge of trip:</p> <p><u>Elizabeth Angiuli: Head Coach</u></p> <p><small>Responsible for coordinating fundraising, organization, and supervision while students are on SMUSD – sponsored trip</small></p>	<p>5b. Names of staff members who will provide supervision of students:</p> <p><u>Elizabeth Angiuli: Head Coach</u> <u>Rosanna Villalobos: Assistant Coach</u> <u>Kailyn Enriquez: Assistant Coach</u></p>
<p>5c. Attach names of authorized chaperones on FORM #1 <small>(include relationship to students and/or school)</small></p>	<p>5d. Student/Chaperone ratio: <small>(see attached FORM #1)</small> <u>~10:1</u></p>

This application, together with the necessary documents, must be sent to the Assistant Superintendent of Instructional Services at least three months in advance (unless an exception to timeline is granted).

The undersigned applying for approval of the field trip will ensure conformance with all requirements of San Marino Unified School District procedures for field trips out-of-state, to foreign countries and/or involving multiple days.

E. H. Angiuli April 16, 2019
(Field Trip Coordinator's Signature) (Date)

[Signature] 5/24/19
(Principal's Signature) (Date)

[Signature] 6/4/19
(Assistant Superintendent of Instructional Services Signature) (Date)

Endorsed with Approval:

Endorsed with Approval

BOARD APPROVAL DATE: _____

Revised
[Signature] 5/24/19

**San Marino Unified School District
MULTI-DAY OVERNIGHT AND/OR OUT-OF-STATE/COUNTRY FIELD TRIP**

Form #1

SCHOOL: San Marino High School SPONSORING GROUP: Cheer/Boosters
 ACTIVITY: NCA Cheer Camp DATE(S): July 29-31, 2018

DESTINATION: Town and Country, San Diego

Please attach flyer or printed information pertaining to Study Trip.

Number of Students: _____ Attach list of student names and gender

Submit 3 days before trip to appropriate Site Administrator

Number of Chaperones: 3 List chaperones names below and indicate gender [M or F], attach pages as needed

For Retirees indicate date retired

Certificated District Chaperones	Training Completed		Classified District Chaperones	Training Completed		Non-District Chaperones	Training Completed	
	M	F		M	F		M	F
Elizabeth Angiuli		✓						
Kailyn Enriquez		X						
TBD		✓						

TRANSPORTATION

Commercial Carriers: Yes or No: _____ Athletic Director to arrange bus
 (Examples: bus, plane, ferry, taxi, shuttle) (All buses must be CHP approved as SPAB, verify with SMUSD Transportation Department)

Private Vehicles: *DMV Report & Insurance Verification. Attach copy of completed forms and Parent/Guardian to sign Transportation Waiver Form for each student:* Yes _____ No _____

FUNDING

Individual Students: Yes _____ No X
 Donations: Yes X No _____
 Fundraisers: Yes X or No _____ Name of Fundraiser Cheer Boosters
 Others: _____
 Chaperones expenses to be paid by: Funding indicated above Individual Chaperones

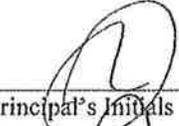
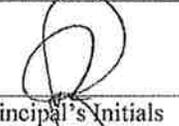
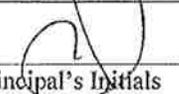
CHARGE OR BILL MANDATORY STUDENT TRIP LIABILITY INSURANCE TO:

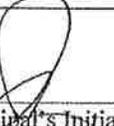
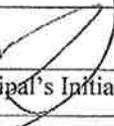
District Office staff in accordance with Board of Education Policy 3541.1(c) will obtain liability/insurance coverage.
 In State X Out of State _____ Out of Country _____
 Others: _____

When submitting field trip invoices for payment (includes deposits) attach a copy of this form and board item.
 Please submit all approved paperwork at least 3 weeks prior to Board Date.

Please route (1) copy of this form to Human Resources Dept.
 Submit to Assistant Superintendent of Instructional Services

San Marino Unified School District
PRINCIPAL'S CHECKLIST
MULTI-DAY AND/OR OUT-OF-STATE/COUNTRY
FIELD TRIPS

<p>1. Approval for Field Trip: I have reviewed the plan for the field trip to <u>NCA Cheer Camp, Town and Country</u> on <u>Aug 2-5, 2019</u> (not during testing) and I give tentative approval for the students to participate.</p>	<p style="text-align: center;"> Principal's Initials</p>	<p style="text-align: center;"><u>5/24/19</u> Date</p>
<p>2. Approval for Field Trip Fund-Raising: I have reviewed the plan for fundraising for this field trip and give my approval for fundraising activities to begin.</p>	<p style="text-align: center;"> Principal's Initials</p>	<p style="text-align: center;"><u>5/24/19</u> Date</p>
<p>3. Lack of Funds: To help students in need of funds, the following actions are being taken: n/a</p>	<p style="text-align: center;"> Principal's Initials</p>	<p style="text-align: center;"><u>5/24/19</u> Date</p>
<p>4. Return of Funds: Any funds not used for the trip will be returned in the following way:</p>	<p style="text-align: center;"> Principal's Initials</p>	<p style="text-align: center;"><u>5/24/19</u> Date</p>
<p>5. Chaperones: An approved list of chaperones is on file in the main office of the school. (FORM #1)</p>	<p style="text-align: center;"> Principal's Initials</p>	<p style="text-align: center;"><u>5/24/19</u> Date</p>
<p>6. Academic Competition Trips Only: I certify that written criteria, guidelines and other communication to parents and students related to the competition are on file in the main office of the school.</p>	<p style="text-align: center;"> Principal's Initials</p>	<p style="text-align: center;"><u>5/24/19</u> Date</p>
<p>7. Insurance: I certify that each and every student participating in the field trip has personal medical insurance and trip cancellation insurance, if applicable.</p>	<p style="text-align: center;"> Principal's Initials</p>	<p style="text-align: center;"><u>5/24/19</u> Date</p>
<p>8. Travel and Living Expenses: Provision has been made for coverage of all expenses while outside of San Marino. This includes airfare, ground transportation, hotels, tours, and meals. Written evidence of this coverage is on file in the main office of the school.</p>	<p style="text-align: center;"> Principal's Initials</p>	<p style="text-align: center;"><u>5/24/19</u> Date</p>

<p>9. Contribution of Services: Statement of Acknowledgment and Consent to Conditions of trip are on file at the following location at the school site:</p>	 Principal's Initials	5/24/19 Date
<p>10. Authorization for Student Participation: For each and every student participating in the field trip there is a <i>Permission to Participate, Notification of Insurance, Waiver of Claims, and other Release Forms</i> on file in the main office of the school.</p> <p>File title, if appropriate:</p>	 Principal's Initials	5/24/19 Date
<p>11. Forward this completed form to the Assistant Superintendent of Instructional Services.</p>	 Principal's Initials	5/24/19 Date

Conflict of Interest Disclosure Form

Each Principal, ASB Advisor or Sponsoring or participating in a tour or trip paid by students is required to complete this form.

Field Trip and Date: NCA Cheer Camp, Aug 2-5 2019

Name: Elizabeth Angiuli

Position: Head Coach

Location: Town and Country San Diego

Indicate below whether you or a member of your family is currently receiving (or has received during the last five year) any gratuity, commission, rebate, or thing of value from any travel agency or travel promoter involved or associated with the trip. Airfare, hotel accommodations, etc., provided in return for chaperoning should be listed and would be considered reasonable and acceptable.

Self	Relative	Company Name	Type of Gratuity	Value of Gratuity	Year of Gratuity

Signature: *E. H. Angiuli*

Date: April 16, 2019

Conflict of Interest Disclosure Form

Each Principal, ASB Advisor or Sponsoring or participating in a tour or trip paid by students is required to complete this form.

Field Trip and Date: NCA Cheer Camp, Aug 2-5 2019

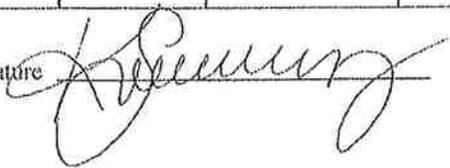
Name: Kailyn Enriquez

Position: Cheer Assistant

Location: Town and Country San Diego

Indicate below whether you or a member of your family is currently receiving (or has received during the last five year) any gratuity, commission, rebate, or thing of value from any travel agency or travel promoter involved or associated with the trip. Airfare, hotel accommodations, etc., provided in return for chaperoning should be listed and would be considered reasonable and acceptable.

Self	Relative	Company Name	Type of Gratuity	Value of Gratuity	Year of Gratuity

Signature: 

Date: 4-16-19

SAN MARINO UNIFIED SCHOOL DISTRICT
STATEMENT OF ACKNOWLEDGMENT AND CONSENT TO CONDITIONS OF TRIP
(Employee Chaperone of the San Marino Unified School District)

I, Elizabeth Angiuli, am an Employee of the San Marino Unified School District
(Name of Employee)

assigned to San Marino High School, a public school operated by
(Name of School)
the San Marino Unified School District.

I understand that a group identified as Cheer
(School Function)
at the following school(s): San Marino High School

will participate in a field trip to NCA, Cheer Camp, Town and Country,

and that I have been asked to accompany these students on their trip during the period from

Aug 2, 2019 to Aug 5, 2019

I agree to donate as much of my time beyond my normal workday as may be required while on the field trip. I understand that I will suffer no loss of pay by reason of participating in the field trip. I further understand that, except as set forth above, I may receive no additional compensation for any such time or services donated by me, or for any other reason, in connection with the trip.

I am aware of the provisions of Education Code Section 35330, which states in part that "... All persons making the field trip or excursion shall be deemed to have waived all claims against the district or the State of California for injury, accident, illness, or death occurring during, or by reason of, the field trip or excursion..."

My acknowledgment of the foregoing paragraph is subject to the provision that I retain any and all of my employment rights including, but not limited to, District liability insurance, workers compensation insurance, and District health insurance.

I acknowledge that I have received Chaperone Guidelines and agree to comply with them.

I acknowledge that I have completed the online training and agree to comply with all state, federal laws, and District policies and regulations.

I have read and understand the foregoing statement and sign it below voluntarily.

Executed in the City of San Marino, County of Los Angeles, State of California, on

April 16, 2019

(Date and Year)

Elizabeth K. Angiuli

(Signature)

Elizabeth K. Angiuli

(Print or Type Name)

SMUSD
Overnight Field Trip Packet
Attachment

Page 3, Section 2: Purpose of Trip

- The purpose of this overnight field trip is to ensure that the SMHS cheer squads are prepared to perform at a high level all year long. Additionally, the trip will ensure that the cheerleaders as well as the coaching staff are trained in the most up to date training techniques to ensure that the safety of our students is maintained.



PERFORMANCE

2019 CAMP SCHEDULE

NFHS KEY:

CROWD LEADER AMBASSADOR LEADERSHIP

Time	Class	Notes	
1:00 PM	Opening Rally	Meet your NCA Staff!!	
1:15 PM	Material Demos	The Jam, AA Cheer and a Chant w/ 3-3-3 method	
1:30 PM	The Jam / Coaches' Meeting	Dance utilized in the development of your routine	C
2:15 PM	All-American Tryout Cheer	Used for All-American Tryouts and Evaluations	C
2:45 PM	Chant Class	Select 1 chant to learn from Chants #1-5	C
3:00 PM	Jump Class	Work on and improve upon jumps & exercises	
3:25 PM	Buddy Time	Introductions, Spirit Book, National Bid/NFHS Process	L
3:45 PM	Stunt S.A.F.E. / Coaches Return	Philosophy ensure the safety of all teams while stunting	A
4:00 PM	Skill Drills	Skills necessary to keep your team safe while stunting	A
4:15 PM	Team Time / Coaches Reception	Intro to our camp theme! / Coaches meet w/ buddy	S
4:30 PM	DINNER		
5:30 PM	Practice Time with Coach	Optional practice time if needed	
6:00 PM	Core Stunts	These stunts make up the foundation of all stunting	A
6:45 PM	Skill Check	Evaluate the current level of the team for stunt classes	A
7:00 PM	Design Time	Work on the setting Dance section and work on routine	S
8:00 PM	Leader's Reception/Material Review	Team Leaders meet with their NCA Buddy instructor	S
8:20 PM	Team Time	Team Building Activities	L
8:45 PM	Announcements		
8:50 PM	Spirit Sticks	Given to teams exemplifying team spirit throughout the day	
9:00 PM	Tally Ho	Camp Dismissed! Have a great night!	

DAY 1

Time	Class	Notes	
8:15 AM	Leaders in Training	Team Leaders attend additional leadership classes	L
8:30 AM	Team Time / Coaches' Meeting	Camp Starts / Coaches head to meeting location	L
8:40 AM	Cheerobics / The Jam Review	Fun warm up to get the body moving and ready to go	
8:50 AM	Design Time	Finish at least the first 6 8-counts	A
9:50 AM	Stunt Class	Core+, Novice, Intermediate, and Advanced Levels	A
10:50 AM	Basket Builders / Coaches Return	Take part in drills or optional class for JH/MS teams	A
11:20 AM	Dance/Top Gun Showcase	Demo of Hip Hop and Advanced Dance / Top Gun	
11:30 AM	LUNCH		
12:30 PM	Practice Time with Coach	Optional practice time if needed	
1:00 PM	Custom Coaching #1	1 st Eval on Routine or Cheer & Chant w/ Buddy	C
1:30 PM	Custom Coaching #2	1 st Eval on Routine or Cheer & Chant w/ Buddy	C
2:00 PM	Custom Coaching #3	1 st Eval on Routine or Cheer & Chant w/ Buddy	C
2:30 PM	Pyramid Workshop	Team works on Static and Transitional pyramids	A
3:30 PM	Specialty Classes	Hip Hop Dance, Advanced Dance (1 st half) & Stunt Class	E
4:30 PM	DINNER		
5:30 PM	Practice Time with Coach	Optional practice time if needed	
6:00 PM	Custom Coaching #3	Buddy Swap - Work on anything *	C
6:20 PM	Custom Coaching #1	Buddy Swap - Work on anything *	C
6:40 PM	Custom Coaching #2	Buddy Swap - Work on anything *	C
7:00 PM	Evaluation	2 nd Evaluation on Routine or Cheer & Chant	E
7:30 PM	Top Gun	Jumps and Tumbling	
8:00 PM	Team Time	Team Building Activities	A
8:30 PM	Spirit Sticks / Stick Skits / Mascots	Given to teams exemplifying team spirit throughout the day	
9:00 PM	Tally Ho	Camp Dismissed! Remember, tomorrow is FUN DAY!!	

DAY 2

* Opportunity for home material feedback.



PERFORMANCE

2019 CAMP SCHEDULE

NFHS KEY:

CROWD LEADER	AMBASSADOR	SPIRIT RAISER	ATHLETE	ENTERTAINER	LEADERSHIP
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Time	Class	Notes	
8:15 AM	Leaders in Training	Team Leaders attend additional leadership classes	L
8:30 AM	Team Time / Coaches' Meeting	Camp Starts / Coaches head to meeting location	S
8:40 AM	Cheerobics	Fun Day warm up to get the body moving & ready to go	
8:55 AM	Jump Class	Continue to work and improve upon jumps & exercises	
9:25 AM	Design Time	Finish the rest of the routine	A
10:10 AM	Stunt Class / Coaches Return	Core+, Novice, Intermediate, and Advanced Levels	A
11:10 AM	All-American Demo		
11:30 AM	LUNCH	AA Nomination finalized by Lunch	
12:30 PM	Practice Time with Coach	Optional practice time if needed	
1:00 PM	Custom Coaching #2	1 st Eval on Routine w/ Buddy	C
1:30 PM	Custom Coaching #3	1st Eval on Routine w/ Buddy	C
2:00 PM	Custom Coaching #1	1st Eval on Routine w/ Buddy	C
2:30 PM	Pyramid Workshop	Team works on Static and Transitional pyramids	A
3:30 PM	Specialty Classes	Spirit & Adv Dance (2 nd half), AA Workshop & Stunt Class	E
4:30 PM	DINNER		
5:30 PM	Practice Time with Coach	Optional practice time if needed	
6:00 PM	Custom Coaching #1	Buddy Swap - Work on anything *	C
6:20 PM	Custom Coaching #2	Buddy Swap - Work on anything *	C
6:40 PM	Custom Coaching #3	Buddy Swap - Work on anything *	C
7:00 PM	Final Evaluation	2 nd Evaluation on Routine	E
7:30 PM	Top Team and All-American Sign-Up	Optional final day competition sign up	E
7:45 PM	Top Gun	Stunts and Dance	
8:15 PM	Spirit Sticks	Given to teams exemplifying team spirit throughout the day	
8:30 PM	Team Time	Shower of Praise	L
9:00 PM	Tally Ho	Camp Dismissed! Have a great night!	

FUN DAY 3

Time	Class	Notes	
8:30 AM	Coaches' Meeting		
	All-American Warm-Up	Optional All-American Team Tryout	
8:45 AM	All-American Tryout	3 stamina jumps, spirited entrance, & AA cheer	
9:30 AM	Final Day Competition Warm-Up	All final day competitions are optional	
	Final Day Competitions	Each team can compete in up to 2 categories	
9:50 AM	Top Team Chant	No Entrance, as taught, 3-3-3, Allow levels and ripples	C
10:10 AM	Top Gun Finals	Jumps, Tumbling, Stunts, and Dance	C
10:40 AM	Top Team Mini Routine	Performance based mini routine	C
11:10 AM	Material Showcase	Advanced, Hip Hop, & Spirit Dance / Camp Cheer / Seniors	
11:25 AM	Awards Presentation	Camp awards handed out.	
11:40 AM	Spirit Sticks	Take it home with you, if you earn one on the final day!	
11:45 AM	Closing	Final thoughts and message to camp	
12:00 PM	Tally Ho	Camp Dismissed!! Travel safe!	

DAY 4

NOTES:

* Opportunity for home material feedback.



RESORT - 4 DAY

2019 CAMP SCHEDULE

Time	Class	Notes
1:00 PM	Opening Rally	Kick off by watching the staff perform the team dances!
1:15 PM	Warm Up	Cardio mixed with static & dynamic stretching
	<i>Coaches Meeting</i>	
1:45 PM	Specialty Technique	Coaches inform dancers which session to attend
2:30 PM	Team Dance Part 1	Routine learned by whole team w/ all styles incorporated
4:00 PM	Cool Down	Stretch and cool the body before breaking for dinner
4:05 PM	Meet Your Buddy	Rely on your buddy throughout camp for any questions!
4:30 PM	DINNER	Dancers should change into home routine costume/uniform
6:00 PM	Home Routine Evaluations (opt.)	Teams receive feedback on a routine from home!
6:30 PM	Team Dance Part 2	Finish learning routine - opportunity to qualify for Nationals
7:30 PM	Top Gun - Kicks	Individual competition highlighting kick technique
7:45 PM	Recovery Stretch	Rehabilitate muscles after a long day of dancing
7:55 PM	Style Routine Demos - Class 1&2	Preview the routines that will be offered tomorrow
8:10 PM	Team Time/ Coaches Reception	Team Leaders & coaches meet with their buddy instructor
	Closing	

DAY 1

Time	Class	Notes
8:00 AM	Leaders-In-Training Class	Leaders must attend class if participating in TL run off
8:45 AM	Warm Up	Cardio mixed with static & dynamic stretching
	<i>Coaches Meeting</i>	
9:15 AM	Specialty Technique	Coaches inform dancers which session to attend
9:45 AM	Team Dance Review	Review routine as full camp
10:15 AM	Style Routines - Class 1	Team Leaders be sure to take Team Leader Routine
11:45 AM	Custom Coaching - Group A	Group B - Practice Time
12:15 PM	LUNCH	
1:15 PM	Custom Coaching - Group B	Group A - Practice Time
1:45 PM	Style Routine - Class 2	Coaches inform dancers which routine to learn
3:15 PM	Top Gun - Leaps & Jumps	Individual competition highlighting technical skills
3:30 PM	Style Routine Review - Class 1	Long review of routine w/ instructor
	<i>Coaches' Professional Development: Coaching Generation Z</i>	
4:00 PM	Style Routine Review - Class 2	Long review of routine w/ instructor
4:30 PM	Recovery Stretch	Rehabilitate muscles after a long day of dancing
4:40 PM	Style Routine Demos - Class 3	Preview the routines that will be taught tomorrow
4:50 PM	Nightly Awards/Team Time	Team bonding to end Day 2
5:30 PM	DINNER	

DAY 2

Free time/ Open Practice Time
 Reach out to your buddies with any questions you have!



RESORT - 4 DAY

2019 CAMP SCHEDULE

Time	Class	Notes
8:00 AM	Leaders-In-Training Class	Leaders must attend both classes if participating in run off
8:45 AM	Warm Up	Cardio mixed with static & dynamic stretching
	<i>Coaches' Professional Development: Game Day</i>	
9:15 AM	Specialty Technique	Coaches inform dancers which session to attend
9:45 AM	Style Routine - Class 3	Coaches inform dancers which routine to learn
11:15 AM	Master Class Showcase	Feel free to record the routines!
11:30 AM	NDA Prime Time - Group B	Group A - Practice Time
12:15 PM	LUNCH	
1:15 PM	NDA Prime Time - Group A	Group B - Practice Time
2:00 PM	Top Gun - Turns	Individual competition highlighting turn technique
2:15 PM	Style Routine Review - Class 1	Last review before individual evaluations
	<i>Coaches Professional Development: Swap Shop</i>	
2:40 PM	Style Routine Review - Class 2	Last review before individual evaluations
3:00 PM	Evaluation Explanation	Understanding the evaluation process
3:10 PM	Evaluations	
	<i>Style Routines - Class 1 & 2, All-American Audition</i>	
5:00 PM	Recovery Stretch / Improv Session	Release with freestyle movement
5:10 PM	Nightly Awards/ Team Time	Pin It Forward and certificates & spirit sticks
5:30 PM	Closing	See you tomorrow for Evaluations!
6:15 PM	DINNER	
	Free Time / Open Practice Time	

FUNNER DAY

Time	Class	Notes
8:30 AM	Team Time	Meet with your buddy for one final time
8:45 AM	Warm Up	Final warm up before evaluations
9:15 AM	Top Gun - Hip Hop	Individual competition to showcase freestyle & hip hop style
9:30 AM	Open Practice Time	Coaches this is a great time to fill out your survey!
10:00 AM	Final Awards	Performance of Team Dance and Team Leader run off
	Team Leader Circle of Winners	
	Team Dance Circle of Winners	
11:30 AM	Final Awards/ Closing	THANKS FOR COMING TO CAMP!

DAY 4