



West Ada School District  
Student Tour, Excursion, or Overnight Trips  
Request for Approval Form  
(To be completed by Advisor/Coach)

School: Mountain View High School Date: 10/23/24

Name of Organization: Mountain View High School Music Department

Travel Destination: Anaheim, California

Trip Purpose: University visits / Clinics @ UNLV, CSULB, UCLA

Departure Date: April 2, 2025 Return Date: April 6, 2025

Will students be departing from school? ☒ Yes OR ☐ No

• If yes, please indicate departure time from school: 5am Number of school days missed: 3

Estimated total cost (**out-of-pocket and fund raised**) per participant: \$ 850.00

Number of "Activity Leave" days requested: Students: 3 Staff: 3

Mode of Transportation: ☐ Airplane ☒ Charter Bus ☐ School Bus ☐ Other: \_\_\_\_\_

**Please Note:**

- The activity and daily itinerary must be submitted as an attachment to this approval form. All water activities, including but not limited to swimming in hotel pools, must be included in the itinerary.
- Any deviations from the approved activity and daily itinerary must be approved by the building administrator.

Additional Information and/or Comments (Attach additional documentation as applicable, i.e., overview of trip purpose, goals, logistics, budget, itinerary, ties to curriculum, etc.):

The purpose of the trip is to visit three Major Universities with some of the best Schools of Music to work with their professors in a clinic setting. The Mountain View Bands, Choirs, and Orchestras will be going on this trip with an estimated total of 150 students.

Joshua Barro Date: 10/23/24  
Advisor/Coach Signature

Building AD Signature [Signature] Approved: Yes ☒ or ☐ No Date: 10.23.24

Building Administrator Signature [Signature] Approved: Yes ☒ or ☐ No Date: 10/23/24

Director of Accountability Signature Shana Hawkins Approved: Yes ☒ or ☐ No Date: 10/23/2024

**Form Routing:**

- Advisor/Coach completes the form and submits it to the building principal along with any other supporting documentation, including the activity and daily itinerary.
- If the building AD and administrator approves, the form is sent to the Director of Accountability for review and approval.
- If approved by the Director of Accountability, the form is submitted to the Clerk of the Board for review and approval at the next regularly scheduled board meeting.

When applicable:

Clerk of the Board Signature \_\_\_\_\_ Approved: Yes ☐ or ☐ No Date: \_\_\_\_\_

## DRAFT ITINERARY - MVHS Music Department Tour - Spring 2024<sup>25</sup>

<b>Wednesday, April 2, 2025</b>	
<b>Time</b>	<b>Event</b>
5:00am MT	Depart MVHS
11:00am PDT	LUNCH
3:30pm	Arrive in Las Vegas
4:00pm	Check in to Hotel
5:00pm	Dinner
6:00pm	Depart for UNLV
6:30pm	Arrive at UNLV
7:00pm-9:00pm	Clinic at UNLV
9:00pm	Load buses
9:15pm	Depart for Hotel
9:45pm	Arrive at Bus
10:00pm	Lights Out / Room Check
<b>Thursday, April 3, 2025</b>	
<b>Time</b>	<b>Event</b>
6:00am	Wake up / Breakfast
7:15am	Load buses
7:30am	Depart for Anaheim
12:30pm	LUNCH
1:30pm	Depart for Hotel
2:00pm	Arrive at Hotel
2:30pm	Check in to Hotel
3:30pm	Depart for Clinic
4:00pm	Clinic at Cal State Long Beach
6:00pm	Finish Clinic / Load Buses
6:15pm	Depart for Medieval Times
6:45pm	Arrive at Medieval Times
7:00pm	Medieval Times
10:00pm	Depart for Hotel
10:30pm	Lights Out / Room Check
<b>Friday, April 4, 2025</b>	
<b>Time</b>	<b>Event</b>
6:00am	Wake up / Breakfast
7:30am	Depart for Disneyland
7:45am	Arrive at Disneyland
8:00am	Disneyland
10:00pm	Depart Disneyland for Hotel
10:30pm	Arrive at Hotel
11:00pm	Lights Out / Room Check
<b>Saturday, April 5, 2025</b>	
<b>Time</b>	<b>Event</b>
6:30am	Wake up / Breakfast
7:30am	Depart for UCLA
9:00am	Arrive at UCLA

9:30am	Clinic at UCLA
11:30am	Depart UCLA
12:30pm	Arrive at Universal Studios
6:30pm	Load Buses
7:00pm	Depart for Hotel
9:00pm	Arrive at Hotel / Lights Out
<b><i>Sunday, April 6, 2025</i></b>	
<b><u>Time</u></b>	<b><u>Event</u></b>
6:00am	Wake up / Breakfast
7:00am	Load buses
7:30am	Depart for Meridian, ID
12:00am	Arrive at Mountain View