



TRANSMITTAL:

Board of Education
Beverly Hills, CA

Date Submitted: March 26, 2018

SUBMITTED FOR YOUR APPROVAL

Dr. Michael Bregy
Superintendent of Schools

TO: Dr. Michael Bregy, Superintendent

FROM: Mr. Mark Mead, Principal 
Teachers: Elfego Cruz/John Castle

RE: BHHS Robotics - First Robotics Championship, Houston, TX - Out-of-County Activity

We would like to request Board approval for the following Out-of-County activity:

- Robotics/April 18 – 22, 2018/George R. Brown Convention Center and Minute Maid Park, Houston, TX
- Robotics World Championship Houston (15-20 students)
- Students will travel by airplane and local transportation. Elfego Cruz, John Castle and 1 or 2 more chaperones TBD
- Students will pay for their hotel accommodations and airfare. BHEF co-curricular funds will cover the cost of shipping the Robot. CTE Grant will cover the cost of subs.

FIELD/STUDY TRIP & BUS REQUEST - BEVERLY HILLS UNIFIED SCHOOL DISTRICT

NOTE: All paper work must be approved by the Site Administrator and submitted to the Assistant Superintendent Ed. Svcs. 30 days prior to the desired date, especially if a bus rental is needed. Keep a copy of all forms for your records.

TODAY'S DATE: 3/26/2018 SCHOOL/DEPT: BHHS/CTE/Robotics

PERSON(S) IN CHARGE (Give names of all teachers and administrators): John Castle/ Elfego Cruz

CONTACT PHONE #: 503 380-3948 John 424 789-4840 Elfego E-MAIL: jcastle@bhusd.org, ecruz@bhusd.org

ACTIVITY/SCHOOL PROGRAM: Robotics

PLACE (DESTINATION): First Robotics Championship Houston

Write-in how this experience will enhance and support students' learning. Robotics business and engineering students have the opportunity to raise funds, design a team "brand", hone teamwork skills and build a robot to perform prescribed tasks against a field of competitors at a world level.

Specific Tour(s), if any: NA

TOTAL COST OF TRIP: TBD Account #: 01.0-90341.0-11900-41000-5891-0050000 for bus

ADMISSION FEE PER PERSON: won a special grant

SUBSTITUTE COST/# OF DAYS: CTE

TRANSPORTATION COST: TBD

OTHER COSTS: _____

- GENERAL FUND
- PTA/PTSA
- CTE
- OTHER (SPECIFY) BHEF Co-curricular

HOW WILL FUNDS BE COLLECTED: money into the Robotics ASB account, amount TBD

HOW WILL FUNDS BE PAID: hotel will be paid from ASB account

- MODE OF TRANSPORTATION:
- WALKING
 - BUS RENTAL*
 - PRIVATE VEHICLE (ADDITIONAL FORM NEEDED)
 - RENTAL VEHICLE (ADDITIONAL FORM NEEDED)

(Seat Belts requested for all trips)

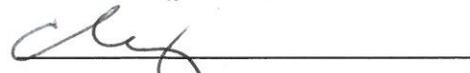
DATE(S) NEEDED: 4/18-4/22 DEPARTURE DATE 4/22 RETURN DATE

NUMBER OF ADULTS: 3-4 NUMBER OF STUDENTS: 15-20 GRADE LEVEL(S): 9-12

<u>DEPARTURE INFORMATION</u>	
LEAVE TIME:	<u>TBD</u>
SITE NAME:	_____
SITE ADDRESS:	_____
SITE PHONE #:	<u>(503) 380-3948 John</u>
ADDITIONAL INFORMATION:	<u>(424) 789-4840 Elfego flying</u>

<u>DESTINATION INFORMATION</u>	
LEAVE TIME:	_____
SITE NAME:	<u>George R. Brown Convention Center</u>
SITE ADDRESS:	<u>1001 Avenida De Las Americas Houston, TX 77010</u>
SITE PHONE #:	<u>(713) 853-8000</u>
ADDITIONAL INFORMATION:	<u>Doubletree Downtown Houston 400 Dallas St, Houston, TX 77002</u>

*Bus Rental: Approval by Site Administrator and Assistant Superintendent is required. Ed. Services will forward the request for buses to the Purchasing Department. A trip confirmation and estimated of bus cost will be sent to the Office Managers. The Site Administrator/Teacher must sign the confirmation and return it to Purchasing by email or FAX (310) 556-4319.

Teacher's Signature  Date: 3/26/2018
 Site Administrator  Date: 3/26/2018
 Assistant Superintendent _____ Date: _____