Tri-Cities
Regional Occupational Program
FIELD TRIP REQUEST

Submit this completed form (2 pages, front & back) to your ROP Supervisor at least four (4) weeks in advance.
Any overnight stay requires submission at least 8 weeks in advance for Board approval.

Once approved by Tri-Cities ROP, check with the curriculum office at the high school and follow their field trip procedures

Teacher: Kristen Ross Date request turned in: 10/12/2026

Class: HOSA ☑ High School ☐ Adults Period(s): NA

Has field trip been approved by home school site? ☐ Yes ☑ No If yes, by whom: _____ Date: _____

Trip Destination (include full address): Agora Hills High School 28545 W Driver Ave, Agoura Hills, CA 91301

Trip Date: 11/7/26 Departure Time: 6:30 am # of Students: 15

Day of Week: Saturday Return Time: 4:30 PM # of Chaperones: 1 (Please attach roster of students to form)

Name *and* of Title of Chaperone(s):

1. Beatris Moreno Fingerprinted? ☐ Y ☑ N 2. _____ Fingerprinted ☐ Y ☐ N

3. _____ Fingerprinted? ☐ Y ☐ N 4. _____ Fingerprinted ☐ Y ☐ N

TCROP Bus Needed: ☒ No Campus: El Rancho High School

Funding Source: _____

Street Location to pick up and return students: _____

Time Loading at start of trip: _____ Time Loading for return: _____

Arrival time back to campus: _____

Going to Board NOV 12, 2026

Will bus be making any stops before returning to campus? ☐ Yes ☒ No

If yes, name and address required: _____

Substitute needed? ☐ Yes ☒ No List dates and periods sub needed below:

M	T	W	Th	F
Date: Periods:	Date: Periods:	Date: Periods:	Date: Periods:	Date: Periods:

MUST COMPLETE THE RATIONALE FOR FIELD TRIP FOR APPROVAL

Reg $400.00

Rationale for Field Trip

1. How does the trip fit into the curriculum?
   HOSA Fall Leadership Conference, Our host of the chapter will be leading a leadership workshop on networking in healthcare.

ER Perkins : Barajas

2. What preparation activities will take place prior to the trip?

Preparing leadership workshop for other HOSA chapters

Complete this section only if there are fees other than busing for this field trip

Expenses (Instructor please complete):

Registration Fee(s):

$ 25 ☐ Per Group ☒ Per Participant # of Fees: 16 Total Due: $ 400

☐ *Registration Information attached (Mandatory)

**If a registration fee is due for each person on the field trip the teacher must submit all information needed for approval*

Other Costs:

$ _____ Explain: _____

OFFICE USE ONLY

Approved: ☐ YES ☐ NO

Director Signature/Date: Kathi Kent 10/12/2026

Superintendent Approval: [signature] 10/15/26

Route:

1. Human Resources: _____ Initials/Date
   (Substitute if needed) _____
2. Non-Stock P. O. # : _____ Initials/Date
3. Teacher's copy: _____

ACCOUNTING

P.O. # _____ **Vendor #** _____

TYPE:	FUND	RESOURCE	GOAL	FUNCTION	OBJECT	LOCATION
GEN ▯ Perkins ER ▯ SWP: [ ] 63885.1 – Construction [ ] 63886.1 – Connections [ ] 63887.1 – Health [ ] 63888.1 – Pipeline [ ] 63884.3 – P.W. Coord	01.0 01.0	063500	63060	10000	5310	2000201

Perkins ER Funding

Irene Barrasa

From: Kristen Ross <kross@erusd.org>
Sent: Monday, October 12, 2026 11:16 AM
To: Irene Barrasa; Kathi Kent; Daniel Barajas
Subject: HOSA FLC
Attachments: HOSACMS FLC.pdf; FLC Field Trip Request Form r.3.21.23 eform.pdf

Hello,

Attached is a copy of the invoice and field trip slip for Hosa Fall Leadership Conference at Agoura Hills High School. We are signed up to host one of the leadership workshops at FLC.

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Thank you,
Dr. Kristen Ross D.H.Sc, MS, ATC
Head Athletic Trainer/ Sports Medicine Instructor
" Keeping your athletes safe and in the game"

Invoice

REMIT TO:
California HOSA
P.O. Box 70
Grapevine, TX 76099

Date	Due Date
10/12/2026	11/11/2026
Terms	**Invoice Num**
Net 30	99776325

Conference
FLC Cal-HOSA November 7, 2026

Bill To
32065 - El Rancho High School - Tri-Cities ROP 10800 Ben Avon St. Unit E Whittier, CA 90606

Student	Registration Items	Fee
Alvarado, Emilie	Secondary	$25.00
Arias, Camille	Secondary	$25.00
Bermudez, Shayni	Secondary	$25.00
Calvillo, Nathan	Secondary	$25.00
Cortes, Isabel	Secondary	$25.00
Martinez, Jessica	Secondary	$25.00
Martinez, Jesslyn	Secondary	$25.00
Moreno, Ashley	Secondary	$25.00
Moreno, Beatris	Chaperone	$25.00
Nomanee, Zaima	Secondary	$25.00
Orozco, London	Secondary	$25.00
Renteria, Julianne	Secondary	$25.00
Rincon, Tiffany	Secondary	$25.00
Ross, Kristen	Advisor	$25.00
Rubalcaba, Amber	Secondary	$25.00
Valenzuela, Sarah	Secondary	$25.00

Previous Balance	**$0.00**
Amount Due	**$400.00**

Kristi Kaut
10/13/2026