

# ADRIAN C. WILCOX HIGH SCHOOL

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Santa Clara, CA 95051  
PH (408) 423-2400 / FAX (408) 423-2480  
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## **Multi-Day Fieldtrip Letter**

Dear Wilcox Parents and Students,

The Theatre Productions class is planning a fieldtrip to Lenaea Theater Festival on Feb. 7-9. The festival is located at: the Harris Center for the Arts at Folsom Lake College, 10 College Parkway, Folsom, CA 95630. Lenaea theatre festival allows for the advancement of the education of high school theatre arts students by offering opportunities to strengthen, promote and share artistic skills within an interactive and supportive educational environment.

### **\*Mandatory meeting**

In preparation for this trip we will have a mandatory meeting on September 4th in room R205 for all students wishing to attend the trip. At this meeting, students and parents will receive information about the trip and sign the code of conduct forms.

### **\*Registration date/Auditions to Compete**

The **final** date for registration for the trip is October 15th. Students will not be able to register for the trip after this date. All required registration forms are due on this date. Students who have not turned in required forms by this date will be unable to attend the fieldtrip. Auditions to compete with approved competition pieces (follow all guidelines set forth by Lenaea and rights have been obtained) will be October 10th. There are limited spots in each category for competition. Your audition does NOT guarantee a spot to compete. If not selected you are still able and encouraged to attend Lenaea as they offer workshops and other opportunities to strengthen acting/musical/technical skills.

### **\* Fieldtrip Fee**

The fee for this fieldtrip will depend on the number of students attending. We anticipate approximately 14 students attending so this will result in an approximate fee per student of \$220. This fee includes all trip expenses (airfare, accommodation, other transport, chaperones, meals, incidentals, etc..).

***You will be notified of the actual fee per student after the final registration date when the number attending the fieldtrip is confirmed.***

### **\* Fieldtrip Fee Due Date**

The final due date for all fieldtrip fees to be turned in is December 10th. No pupil will be prevented from making the fieldtrip or excursion because of lack of sufficient funds. However, the fieldtrip will be cancelled if insufficient fees are received. All monies paid will be refunded upon request in the event that the trip is cancelled.

### **\*Staggered payment (if necessary) (DELETE SECTION IF NOT ASKING INSTALLMENT PAYMENTS)**

The first participant fee of \$ 100 is due on October 15th..

The second participant fee of \$ 120 is due on December 10th.

If you have any questions please email [crobson@scusd.net](mailto:crobson@scusd.net)

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Yours sincerely,

Ms. Robson

*The California Education Code (EC Section 35330b) states that schools may charge “fees for fieldtrips and excursions in connection with courses of instruction or school-related social, educational, cultural, athletic, or school band activities so long as no pupil is prevented from making the fieldtrip or excursion because of lack of sufficient funds.”*

## **Fieldtrip Funding Notes:**

### **Important points:**

### **See below for Fiscal Management Advisory from the California Dept of Education**

1. The California Education Code allows schools to charge fees for fieldtrips, however we must ensure that all students who wish to attend a field trip have the opportunity and that financial hardship is not an issue in a student’s decision to not attend a fieldtrip,

*Permissible fees –“Fees for fieldtrips and excursions in connection with courses of instruction or school-related social, educational, cultural, athletic, or school band activities so long as no pupil is prevented from making the fieldtrip or excursion because of lack of sufficient funds.” (EC Section 35330b)*

2. For multi-day high cost fieldtrips
  - a. IMPORTANT - Multi-day high cost fieldtrips must be planned well in advance due to financial implications.
  - b. IMPORTANT - Do not book trips, reserve plane flights, or pay costs until sufficient money has been received. If the trip has to be cancelled the school could lose this money.
  - c. We must establish a clear date by when all interested students indicate firm intention to attend (Registration Date).
  - d. We must establish a firm date by when all fees are due (Fieldtrip Fee Due Date).
  - e. We must advise parents that the trip will be cancelled if insufficient funds are received.
  - f. It may be necessary to fundraise for the trip if it look like some students would like to attend but are not able to pay the fees. Please plan this well in advance.