



LOS ANGELES UNIFIED SCHOOL DISTRICT  
REFERENCE GUIDE  
ATTACHMENT A  
LETTER TO PARTICIPATING EMPLOYEES  
FOR A NON-SPONSORED TRIP

Mr. Donn Cottom  
5800 King Ave.  
Maywood, CA, 90270

Dear Ms./Mr. Employee:

It has come to my attention that you will be a participant in a privately sponsored student trip scheduled for Saturday 21, 2019 from 4pm-7pm . Batman Run 5k/5k virtual. Located in Grand Park LA.

Please be advised that this tour has not been approved by the District and is not a school-sponsored activity. Your participation is not authorized or approved by the school. You have no authority to act as a representative or agent of the School. You may not represent this trip to parents as a school-sponsored activity. If you attend this trip, you will be acting in your individual capacity and not as an employee of LAUSD. Any arrangement you may have made with a tour company is a private matter between you and that company.

This activity is outside the scope of your employment. Therefore, you will not be insured, compensated or indemnified by the school or by LAUSD for any incident, loss of property, illness or injury that may occur during your excursion. Furthermore, your absence from work during regular school hours will be considered unpaid leave time. The use of illness or personal necessity time for instructional time missed will not be approved.

After you have reviewed this letter, sign the acknowledgement below and return a copy to me.

Sincerely,

I have received and reviewed this letter and understand that this Field Trip is not sponsored by the school District. I understand the consequences of and my responsibilities regarding this Non-Sponsored Field Trip.  
(Print)

REF-2111.1  
Division of Instruction  
Employee Signature  
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Date  
December 14, 2015