

San Mateo Union High School District

Field Trip Request Form



*This form is to be sent to the **Director of Curriculum & Assessment** at least seven weeks in advance of an in-state, overnight field trip and at least six months in advance of an out-of-country field trip.*

School Participating:	San Mateo High	Field Trip Type:	Out-of-State Overnight For day trips, please check with your school.	
Class/Group/Club Participating:	SMHS Intermediate and Advanced Dance Classes			
Field Trip Event:	New York City Field Trip			
Person Requesting:	Olivia Reidy	Number of School Days Missed:	3	
Date & Time of Departure & Return:	02/15/2022 11:00pm	02/20/2022 11:00pm	Number of Overnight Stays:	5 nights including red eye flight
Location:	Residence Inn Times Square, 1033 6th Ave, New York City			
Total Number of Students Participating:	Male: ² Female: ²⁸ Other: ⁰	Is a registered nurse included; if not, what medical provisions?	Yes A nurse will be one of the chaperones	
Total Number of Certificated Supervisors and Names:	Olivia Reidy, Robyn Tribuzi, Charlie Royce, and possibly one more <i>The ratio is 10 students to 1 chaperone. If male and female students are participating, there must be a male and female chaperone.</i>			
Total Number of Adult Supervisors and Names:	Megan Goeltz, Sue Dooley, Cynthia Aarons, Shari Sawamura, plus at least 5 more			

Transportation: Private Cars, Names of Drivers <small>Click here for Transportation Request Form</small> Bus: Commercial Airline: Airline Name/Flights/Dates/Times		Please Enter All Costs Below	
		Per Student Cost	Total Group Cost
		Meals:	200
		Lodging:	500
		Ground Transportation:	100
		Airfare:	500
		Registration & Other Expenses:	700
		Total Cost:	2,000.00

Total Amount that will be supported by student/family contribution:	Total amount contributed by each family depends on their ability to pay.
Total Amount that will be supported by district funds for students who lack sufficient resources:	No district funds will be used.
Total Amount that will be supported by fund-raising and type of fund-raising activity & funding source:	Total amount supported by fundraising will be dependent on the needs of each family. Students will fundraise to help cover the cost of supporting students who need financial help to attend the trip.
Total Substitute Teacher(s) Days and Total Cost for Substitute Teacher(s): Sub Cal Approved	3 department days

Budget Codes to be used

Item (Sub/transportation/etc)	Budget Code								Budgeted Amt.
All Fieldtrip exp-ASB Bearcat Dance	95	0303	0	7110	4100	5890	008	0000	60000.00
			0						
			0						
			0						
			0						
			0						
			0						
			0						60,000.00

Trip Itinerary and Educational Rationale: Attach written draft including trip itinerary and explaining educational value. Attach a copy of any item pertinent to the event, e.g. brochure. Please see space below for signatures:

Approved by:

Yvonne P. Shiu

07/16/2021

Principal

Brian Simmons

07/20/2021

District Designee

Superintendent

Board Agenda Date:

Process Review

- Read the memo
- Fill out Field Trip Request (including budget codes)
- Voluntary Excursion Field Trip Notice
- Parent Consent Forms
- Enclose any contracts
- Certificate of Transportation