

# 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.*

<b>School Participating:</b>	San Mateo High	<b>Field Trip Type:</b>	Out-of-State Overnight For day trips, please check with your school.	
<b>Class/Group/Club Participating:</b>	SMHS Intermediate and Advanced Dance Classes			
<b>Field Trip Event:</b>	New York City Field Trip			
<b>Person Requesting:</b>	Olivia Reidy	<b>Number of School Days Missed:</b>	3	
<b>Date &amp; Time of Departure &amp; Return:</b>	02/15/2022 11:00pm	02/20/2022 11:00pm	<b>Number of Overnight Stays:</b> 5 nights including red eye flight	
<b>Location:</b>	Residence Inn Times Square, 1033 6th Ave, New York City			
<b>Total Number of Students Participating:</b>	Male: <sup>2</sup> Female: <sup>28</sup> Other: <sup>0</sup>	<b>Is a registered nurse included; if not, what medical provisions?</b>	Yes  A nurse will be one of the chaperones	
<b>Total Number of Certificated Supervisors and Names:</b>	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>			
<b>Total Number of Adult Supervisors and Names:</b>	Megan Goeltz, Sue Dooley, Cynthia Aarons, Shari Sawamura, plus at least 5 more			
<b>Transportation:</b> <b>Private Cars, Names of Drivers</b> <small>Click here for Transportation Request Form</small> <b>Bus:</b> <b>Commercial Airline:</b> <b>Airline Name/Flights/Dates/Times</b>	<b>Please Enter All Costs Below</b>			
		<b>Per Student Cost</b>	<b>Total Group Cost</b>	
		<b>Meals:</b>	200	6,000.00
	• District	<b>Lodging:</b>	500	15,000.00
	• Commercial: _____	<b>Ground Transportation:</b>	100	3,000.00
	I won't know which airline or flight number until the initial payment is paid by e.e. tours in September of 2021.	<b>Airfare:</b>	500	15,000.00
		<b>Registration &amp; Other Expenses:</b>	700	21,000.00
		<b>Total Cost:</b>	2,000.00	60,000.00
<b>Total Amount that will be supported by student/family contribution:</b>	Total amount contributed by each family depends on their ability to pay.			
<b>Total Amount that will be supported by district funds for students who lack sufficient resources:</b>	No district funds will be used.			
<b>Total Amount that will be supported by fund-raising and type of fund-raising activity &amp; funding source:</b>	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.			
<b>Total Substitute Teacher(s) Days and Total Cost for Substitute Teacher(s):</b> 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						
									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