

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:	Mills High	Field Trip Type:	In-State Overnight For day trips, please check with your school.	
Class/Group/Club Participating:	Jazz ensemble			
Field Trip Event:	Folsom Jazz Festival			
Person Requesting:	Dave Gregoric	Number of School Days Missed:	0	
Date & Time of Departure & Return:	01/28/2022 3PM	01/29/2022 9PM	Number of Overnight Stays: 1	
Location:	Folsom Jazz Festival Folsom High School Folsom California			
Total Number of Students Participating:	Male: 12 Female: 5 Other: 0	Is a registered nurse included; if not, what medical provisions?	No	
Total Number of Certificated Supervisors and Names:	2\Dave Gregoric / Nils Headly <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:	Mr and Mrs Daniel Dadoun Mr and Mrs Matt Machlis			
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:	\$40	680.00
	• District	Lodging:	\$40	680.00
	• Commercial: _____	Ground Transportation:	\$0.00	0.00
		Airfare:	0	0.00
		Registration & Other Expenses:	\$365	6,205.00
		Total Cost:	445.00	7,565.00
Total Amount that will be supported by student/family contribution:	\$100.00			
Total Amount that will be supported by district funds for students who lack sufficient resources:	0			
Total Amount that will be supported by fund-raising and type of fund-raising activity & funding source:	100%			
Total Substitute Teacher(s) Days and Total Cost for Substitute Teacher(s):	0			

Budget Codes to be used

Item (Sub/transportation/etc)	Budget Code	Budgeted Amt.
_____	0	_____
_____	0	_____
_____	0	_____
_____	0	_____
_____	0	_____

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:

Principal

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