

# 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>	Mills High	<b>Field Trip Type:</b>	In-State Overnight For day trips, please check with your school.	
<b>Class/Group/Club Participating:</b>	Family, Career and Community Leaders of America (FCCLA)			
<b>Field Trip Event:</b>	2022 California State Leadership Conference			
<b>Person Requesting:</b>	Janice Tuttle	<b>Number of School Days Missed:</b>	2	
<b>Date &amp; Time of Departure &amp; Return:</b>	04/23/2022 7:00 am	04/26/2022 9:00 pm	<b>Number of Overnight Stays:</b>	3
<b>Location:</b>	Riverside, California			
<b>Total Number of Students Participating:</b>	Male: <sup>6</sup> Female: <sup>14</sup> Other: <sup>0</sup>	<b>Is a registered nurse included; if not, what medical provisions?</b>	No	
<b>Total Number of Certificated Supervisors and Names:</b>	0  <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>	Janice Tuttle Rizi Manzon - Wilcox HS			

<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>		Please Enter All Costs Below	
		Per Student Cost	Total Group Cost
	<b>Meals:</b>	100	2,000.00
	<b>Lodging:</b>	150	3,000.00
	<b>Ground Transportation:</b>	40	800.00
	<b>Airfare:</b>	150	3,000.00
	<b>Registration &amp; Other Expenses:</b>	269	5,380.00
	<b>Total Cost:</b>	709.00	14,180.00

<b>Total Amount that will be supported by student/family contribution:</b>	\$6000
<b>Total Amount that will be supported by district funds for students who lack sufficient resources:</b>	0
<b>Total Amount that will be supported by fund-raising and type of fund-raising activity &amp; funding source:</b>	Cookie Dough, Mills Mania, Perkins, Chapter Funds: \$8180
<b>Total Substitute Teacher(s) Days and Total Cost for Substitute Teacher(s):</b> Sub Cal Approved	2 days

## 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:

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**Principal**

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**District Designee**

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**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

**Field Trip Request: Mills High School Region 5 FCCLA (Family, Community and Career Leaders of America) State Leadership Meeting**

**April 23 to April 26, 2022**

**Location: Riverside, California**

Permission is requested for students from Mills High School to participate in the 2022 California State Leadership Meeting of FCCLA at Riverside, California from April 23-April 26, 2022. Kaitlin Ching, California FCCLA's State Reporter, will be traveling from April 17-April 26, 2022 with expenses covered by the State Association.

The State Leadership Meeting will focus on uniting and assisting members to develop leadership and competitions of skills. The meeting will encourage, motivate and build the confidence of participating students. The competitive events extend into the classroom learning experience with recognition and a sense of achievement while developing the needed skills for the workplace. Students will be accompanied by Jan Tuttle, Mills High School instructor and advisor for FCCLA. Transportation will be provided by a commercial airline. Lodging will be at the Mission Inn Hotel and Spa. The cost for food, lodging, and transportation is approximately \$600 per student and all costs are covered by student fundraising events, FCCLA Chapter, Carl Perkins funds, and parents.

Estimated Cost per student:

Transportation	\$150
Food	\$100
Lodging	\$150
Registration	\$269
Ground Trans.	\$40

Total.	\$709
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**Recommendation: It is recommended the Board of Trustees approve the attendance of Mills students and advisor, Jan Tuttle, Mills High School FCCLA advisor, to attend the 2022 California State Leadership meeting in Riverside, CA. April 23-April 26 at the cost of approximately \$709 per student; lodging at the Mission Inn Hotel and Spa; travel by commercial air, and all costs are covered by student fundraising, FCCLA Chapter funds, parents, and Carl Perkins Funds.**

Submitted by: Janice Tuttle