

# 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>	State Executive Council Meeting				
<b>Person Requesting:</b>	Janice Tuttle		<b>Number of School Days Missed:</b>	5	
<b>Date &amp; Time of Departure &amp; Return:</b>	02/27/2022 7:00 am	03/04/2022 6:00 pm	<b>Number of Overnight Stays:</b>	5	
<b>Location:</b>	Sacramento, California				
<b>Total Number of Students Participating:</b>	Male: <sup>0</sup> Female: <sup>1</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>	Melissa Webb - State Department				
<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>	Private Car - TBD		<b>Please Enter All Costs Below</b>		
				<b>Per Student Cost</b>	<b>Total Group Cost</b>
			<b>Meals:</b>	0	0.00
	• District		<b>Lodging:</b>	0	0.00
	• Commercial: _____		<b>Ground Transportation:</b>	0	0.00
			<b>Airfare:</b>	0	0.00
			<b>Registration &amp; Other Expenses:</b>	0	0.00
			<b>Total Cost:</b>	0.00	0.00
<b>Total Amount that will be supported by student/family contribution:</b>			0		
<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>			0		
<b>Total Substitute Teacher(s) Days and Total Cost for Substitute Teacher(s):</b>			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:

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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: California FCCLA (Family, Community and Career Leaders of America) State Executive Council Meeting**

**February 27 to March 4, 2022**

**Location: Sacramento, California**

Permission is requested for Kaitlin Ching to participate in the 2022 California State Executive Council Meeting of FCCLA at Sacramento, California from February 27 to March 4, 2022. Kaitlin Ching, California FCCLA's State Reporter, will be traveling by personal car from February 27 to March 4, 2022, with expenses covered by the State Association.

The State Executive Council Meeting will focus on preparing for the 2022 State Leadership Conference, which will focus on uniting and assisting members to develop leadership and competitions of skills.

**Recommendation: It is recommended that the Board of Trustees approve the attendance of Kaitlin Ching at the 2022 California FCCLA State Executive Council Meeting with all costs covered by the State Association.**

Submitted by: Janice Tuttle