

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:	Family, Career and Community Leaders of America (FCCLA)			
Field Trip Event:	2022 National Leadership Conference			
Person Requesting:	Janice Tuttle	Number of School Days Missed:	0	
Date & Time of Departure & Return:	06/29/2022 7:00 am	07/03/2022 8:00 pm	Number of Overnight Stays: 4	
Location:	San Diego, California			
Total Number of Students Participating:	Male: 0 Female: 5 Other: 0	Is a registered nurse included; if not, what medical provisions?	No	
Total Number of Certificated Supervisors and Names:	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>			
Total Number of Adult Supervisors and Names:	Janice Tuttle			
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:	150	750.00
	• District	Lodging:	200	1,000.00
	• Commercial: _____	Ground Transportation:	40	200.00
	TBD	Airfare:	150	750.00
		Registration & Other Expenses:	150	750.00
		Total Cost:	690.00	3,450.00
Total Amount that will be supported by student/family contribution:	\$3450			
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:	0			
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

Field Trip Request: Mills High School FCCLA (Family, Community and Career Leaders of America) 2022 National Leadership Conference

June 29 to July 3, 2022

Location: San Diego, California

Permission is requested for students from Mills High School to participate in the 2022 National Leadership Conference of FCCLA at San Diego, California from June 29 to July 3, 2022.

The National Leadership Conference will focus on uniting and assisting members to develop leadership and skills through competitive competitions. 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 is to be determined. The cost for food, lodging, and transportation is approximately \$700 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	\$150
Lodging	\$200
Registration	\$150
Ground Trans.	\$40

Total.	\$690
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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 National Leadership Conference in San Diego, California, June 29 - July 3 at the cost of approximately \$700 per student; lodging is to be determined; travel by commercial air, and all costs are covered by student fundraising, FCCLA Chapter funds, parents and Carl Perkins Funds.

Submitted by: Janice Tuttle