

# 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>	Out-of-State Overnight For day trips, please check with your school.	
<b>Class/Group/Club Participating:</b>	Girls Basketball Program			
<b>Field Trip Event:</b>	Basketball Tournament			
<b>Person Requesting:</b>	Timothy Keller	<b>Number of School Days Missed:</b>	zero	
<b>Date &amp; Time of Departure &amp; Return:</b>	12/27/2021 8:00 am	12/29/2021 5:00 pm	<b>Number of Overnight Stays:</b>	two
<b>Location:</b>	Grand Sierra Resort/Hotel 2500 East 2nd Avenue Reno, NV, 89595			
<b>Total Number of Students Participating:</b>	Male: <sup>0</sup> Female: <sup>30</sup> Other: <sup>0</sup>	<b>Is a registered nurse included; if not, what medical provisions?</b>	Yes Medical Trainer on site at contests	
<b>Total Number of Certificated Supervisors and Names:</b>	1 = Timothy Keller  <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>	1 - Coach Dave Matsu 2 - Coach Justin Matsu 3 - Coach Rob Lanese Each athlete will be accompanied by at least one parent.			
<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 cars.	<b>Please Enter All Costs Below</b>		
			<b>Per Student Cost</b>	<b>Total Group Cost</b>
		<b>Meals:</b>	150.00	4,500.00
	• District	<b>Lodging:</b>	168.00	5,040.00
	• 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>	318.00	9,540.00
<b>Total Amount that will be supported by student/family contribution:</b>		\$318.00 per athlete		
<b>Total Amount that will be supported by district funds for students who lack sufficient resources:</b>		Funds used as needed/requested.		
<b>Total Amount that will be supported by fund-raising and type of fund-raising activity &amp; funding source:</b>		318.00 by parent donations.		
<b>Total Substitute Teacher(s) Days and Total Cost for Substitute Teacher(s):</b>		zero		

## Budget Codes to be used

Item (Sub/transportation/etc)	Budget Code							Budgeted Amt.	
District Account	01	0000	0	0000	0000	1100	001	0000	9540.00
			0						
			0						
			0						
			0						
			0						
			0						9,540.00

**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:

\_\_\_\_\_  
**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