

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:	Out-of-State Overnight For day trips, please check with your school.	
Class/Group/Club Participating:	Girls Basketball Program			
Field Trip Event:	Basketball Tournament			
Person Requesting:	Timothy Keller	Number of School Days Missed:	zero	
Date & Time of Departure & Return:	12/27/2021 8:00 am	12/29/2021 5:00 pm	Number of Overnight Stays: two	
Location:	Grand Sierra Resort/Hotel 2500 East 2nd Avenue Reno, NV, 89595			
Total Number of Students Participating:	Male: ⁰ Female: ³⁰ Other: ⁰	Is a registered nurse included; if not, what medical provisions?	Yes Medical Trainer on site at contests	
Total Number of Certificated Supervisors and Names:	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>			
Total Number of Adult Supervisors and Names:	1 - Coach Dave Matsu 2 - Coach Justin Matsu 3 - Coach Rob Lanese Each athlete will be accompanied by at least one parent.			
Transportation: Private Cars, Names of Drivers <small>Click here for Transportation Request Form</small> Bus: Commercial Airline: Airline Name/Flights/Dates/Times	Private cars. • District • Commercial: _____	Please Enter All Costs Below		
			Per Student Cost	Total Group Cost
		Meals:	150.00	4,500.00
		Lodging:	168.00	5,040.00
		Ground Transportation:	0	0.00
		Airfare:	0	0.00
		Registration & Other Expenses:	0	0.00
		Total Cost:	318.00	9,540.00
Total Amount that will be supported by student/family contribution:	\$318.00 per athlete			
Total Amount that will be supported by district funds for students who lack sufficient resources:	Funds used as needed/requested.			
Total Amount that will be supported by fund-raising and type of fund-raising activity & funding source:	318.00 by parent donations.			
Total Substitute Teacher(s) Days and Total Cost for Substitute Teacher(s):	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					
								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