

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:	Burlingame High	Field Trip Type:	In-State Overnight For day trips, please check with your school.	
Class/Group/Club Participating:	Robotics Team			
Field Trip Event:	FIRST Ventura Regional Tournament			
Person Requesting:	Christina Wade	Number of School Days Missed:	2	
Date & Time of Departure & Return:	03/09/2022 3:00	03/12/2022 11:00pm	Number of Overnight Stays: 3	
Location:	Port of Hueneme 319 Pomona Street Port Hueneme, CA 93041			
Total Number of Students Participating:	Male: 25 Female: 15 Other: 0	Is a registered nurse included; if not, what medical provisions?	No First aid kit	
Total Number of Certificated Supervisors and Names:	2: Christina Wade, Rebecca Zielkowski <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:	3: Rachael Ortega, Ian Hartwig, Ian Hovander			
Please Enter All Costs Below				
Transportation: Private Cars, Names of Drivers <small>Click here for Transportation Request Form</small> Bus: Commercial Airline: Airline Name/Flights/Dates/Times			Per Student Cost	Total Group Cost
	Meals:		10	400.00
	Lodging:		60	2,400.00
	Ground Transportation:		0	0.00
	Airfare:		0	0.00
	Registration & Other Expenses:		5000.00	200,000.00
	Total Cost:		5,070.00	202,800.00
Total Amount that will be supported by student/family contribution:		Students are responsible to pay for meals and shared hotel room cost of \$60 per student per night (approx 290 per student)		
Total Amount that will be supported by district funds for students who lack sufficient resources:		by request		
Total Amount that will be supported by fund-raising and type of fund-raising activity & funding source:		Registration will be paid for from team funds		
Total Substitute Teacher(s) Days and Total Cost for Substitute Teacher(s): Sub Cal Approved		2 sub days		

Budget Codes to be used

Item (Sub/transportation/etc)	Budget Code								Budgeted Amt.
Robotics Operating Expense	01	9898	0	1110	4100	5890	003	0000	202800.00
			0						
			0						
			0						
			0						
			0						
									202,800.00

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:

M. Fichera

01/12/2022

Principal

Brian Simmons

01/13/2022

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