

# 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>	Burlingame High	<b>Field Trip Type:</b>	In-State Overnight For day trips, please check with your school.																						
<b>Class/Group/Club Participating:</b>	Robotics Team																								
<b>Field Trip Event:</b>	FIRST Ventura Regional Tournament																								
<b>Person Requesting:</b>	Christina Wade	<b>Number of School Days Missed:</b>	2																						
<b>Date &amp; Time of Departure &amp; Return:</b>	03/09/2022 3:00	03/12/2022 11:00pm	<b>Number of Overnight Stays:</b>	3																					
<b>Location:</b>	Port of Hueneme 319 Pomona Street Port Hueneme, CA 93041																								
<b>Total Number of Students Participating:</b>	Male: 25 Female: 15 Other: 0	<b>Is a registered nurse included; if not, what medical provisions?</b>	No First aid kit																						
<b>Total Number of Certificated Supervisors and Names:</b>	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>																								
<b>Total Number of Adult Supervisors and Names:</b>	3: Rachael Ortega, Ian Hartwig, Ian Hovander																								
<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>		<b>Please Enter All Costs Below</b> <table border="1"> <thead> <tr> <th></th> <th>Per Student Cost</th> <th>Total Group Cost</th> </tr> </thead> <tbody> <tr> <td><b>Meals:</b></td> <td>10</td> <td>400.00</td> </tr> <tr> <td><b>Lodging:</b></td> <td>60</td> <td>2,400.00</td> </tr> <tr> <td><b>Ground Transportation:</b></td> <td>0</td> <td>0.00</td> </tr> <tr> <td><b>Airfare:</b></td> <td>0</td> <td>0.00</td> </tr> <tr> <td><b>Registration &amp; Other Expenses:</b></td> <td>5000.00</td> <td>200,000.00</td> </tr> <tr> <td><b>Total Cost:</b></td> <td>5,070.00</td> <td>202,800.00</td> </tr> </tbody> </table>				Per Student Cost	Total Group Cost	<b>Meals:</b>	10	400.00	<b>Lodging:</b>	60	2,400.00	<b>Ground Transportation:</b>	0	0.00	<b>Airfare:</b>	0	0.00	<b>Registration &amp; Other Expenses:</b>	5000.00	200,000.00	<b>Total Cost:</b>	5,070.00	202,800.00
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<b>Total Amount that will be supported by student/family contribution:</b>	Students are responsible to pay for meals and shared hotel room cost of \$60 per student per night (approx 290 per student)																								
<b>Total Amount that will be supported by district funds for students who lack sufficient resources:</b>	by request																								
<b>Total Amount that will be supported by fund-raising and type of fund-raising activity &amp; funding source:</b>	Registration will be paid for from team funds																								
<b>Total Substitute Teacher(s) Days and Total Cost for Substitute Teacher(s):</b> 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						
			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