

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 Monterey Regional Tournament			
Person Requesting:	Christina Wade	Number of School Days Missed:	2	
Date & Time of Departure & Return:	03/23/2022 3:00	03/26/2022 11:00pm	Number of Overnight Stays: 3	
Location:	Seaside High School 2200 Noche Buena Street Seaside, CA 93955			
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: Racheal 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
	• District	Lodging:	60	2,400.00
	• Commercial: _____	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 their meals and shared hotel cost of \$60 per night (aprox 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 covered by team funds			
Total Substitute Teacher(s) Days and Total Cost for Substitute Teacher(s): Sub Cal Approved	2			

Budget Codes to be used

Item (Sub/transportation/etc)	Budget Code								Budgeted Amt.
Robotics Operating Expwse	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:

Michele 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