

# 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>	Out-of-State Overnight For day trips, please check with your school.	
<b>Class/Group/Club Participating:</b>	Robotics Team			
<b>Field Trip Event:</b>	FIRST World Championships			
<b>Person Requesting:</b>	Christina Wade	<b>Number of School Days Missed:</b>	3	
<b>Date &amp; Time of Departure &amp; Return:</b>	04/20/2022 6 am	04/24/2022 5pm	<b>Number of Overnight Stays:</b> 4	
<b>Location:</b>	George Brown Convention Center Houston Texas			
<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>Please Enter All Costs Below</b>				
<b>Transportation:</b> Private Cars, Names of Drivers <small>Click here for Transportation Request Form</small> <b>Bus:</b> Commercial Airline: Airline Name/Flights/Dates/Times		<b>Per Student Cost</b>	<b>Total Group Cost</b>	
		<b>Meals:</b>	200	8,000.00
	• District	<b>Lodging:</b>	60	2,400.00
	• Commercial: _____	<b>Ground Transportation:</b>	0	0.00
		<b>Airfare:</b>	450.00	18,000.00
		<b>Registration &amp; Other Expenses:</b>	5000	200,000.00
		<b>Total Cost:</b>	5,710.00	228,400.00
<b>Total Amount that will be supported by student/family contribution:</b>	Each student is responsible for meals, shared hotel costs of approx 60 a night and airfare approx 450: total of about 800 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 covered by team funds			
<b>Total Substitute Teacher(s) Days and Total Cost for Substitute Teacher(s):</b> <small>Sub Cal Approved</small>	3			

## Budget Codes to be used

Item (Sub/transportation/etc)	Budget Code								Budgeted Amt.
Robotics Registration	01	9898	0	1110	4100	5898	003	0000	200000
Robotics Operating Expense	01	9898	0	1110	4100	5890	003	0000	28400
			0						
			0						
			0						
									228,400.00

**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*

12/17/2021

**Principal**

*Brian Simmons*

12/17/2021

**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