

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:	Out-of-State Overnight For day trips, please check with your school.																						
Class/Group/Club Participating:	Robotics Team																								
Field Trip Event:	FIRST World Championships																								
Person Requesting:	Christina Wade	Number of School Days Missed:	3																						
Date & Time of Departure & Return:	04/20/2022 6 am	04/24/2022 5pm	Number of Overnight Stays:	4																					
Location:	George Brown Convention Center Houston Texas																								
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																								
Transportation: Private Cars, Names of Drivers <small>Click here for Transportation Request Form</small> Bus: Commercial Airline: Airline Name/Flights/Dates/Times		Please Enter All Costs Below <table border="1"> <thead> <tr> <th></th> <th>Per Student Cost</th> <th>Total Group Cost</th> </tr> </thead> <tbody> <tr> <td>Meals:</td> <td>200</td> <td>8,000.00</td> </tr> <tr> <td>Lodging:</td> <td>60</td> <td>2,400.00</td> </tr> <tr> <td>Ground Transportation:</td> <td>0</td> <td>0.00</td> </tr> <tr> <td>Airfare:</td> <td>450.00</td> <td>18,000.00</td> </tr> <tr> <td>Registration & Other Expenses:</td> <td>5000</td> <td>200,000.00</td> </tr> <tr> <td>Total Cost:</td> <td>5,710.00</td> <td>228,400.00</td> </tr> </tbody> </table>				Per Student Cost	Total Group Cost	Meals:	200	8,000.00	Lodging:	60	2,400.00	Ground Transportation:	0	0.00	Airfare:	450.00	18,000.00	Registration & Other Expenses:	5000	200,000.00	Total Cost:	5,710.00	228,400.00
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Total Cost:	5,710.00	228,400.00																							
Total Amount that will be supported by student/family contribution:	Each student is responsible for meals, shared hotel costs of approx 60 a night and airfare approx 450: total of about 800 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	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						
			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