

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:	San Mateo High	Field Trip Type:	Out-of-State Overnight For day trips, please check with your school.	
Class/Group/Club Participating:	San Mateo High School and Sojourn to the Past			
Field Trip Event:	Sojourn to the Past			
Person Requesting:	Shoshana Kalinski	Number of School Days Missed:	1-During Spring Break	
Date & Time of Departure & Return:	03/25/2022	04/01/2022	Number of Overnight Stays: 7	
Location:	Atlanta, GA; Selma, AL; Montgomery, AL; Birmingham, AL; Little Rock, AK; Memphis, TN;			
Total Number of Students Participating:	Male: ² Female: ⁵ Other: ⁰	Is a registered nurse included; if not, what medical provisions?	Yes	
Total Number of Certificated Supervisors and Names:	16 (subject to increase)- Jeff Steinberg, Alicia Vosberg, Erika Duscha; Greta Huneke, Jeff Dowd, Ruby Rodriguez,Greta Huneke, Josh Knass, Jennifer Kochever, Justin Young, Jerrica Keane, Penny Wells, Deirdre Harris, Susan Roughgarden, Ogechi Ibeanusi, Joe Cannon, Lisa McNair <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:	4 (at least, subject to increase) Steve Schulz, Christina Hanlon, Ken Mason, Minnijean Brown-Trickey			
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:		0	0.00
	Lodging:		0	0.00
	Ground Transportation:		0	0.00
	Airfare:		0	0.00
	Registration & Other Expenses:		3700	25,900.00
	Total Cost:		3,700.00	25,900.00
	Delta - Flight #: TBD and Time:TBD			
Total Amount that will be supported by student/family contribution:	Varies per student, Sojourn guidelines state no student is denied based upon funding.			
Total Amount that will be supported by district funds for students who lack sufficient resources:	N/A			
Total Amount that will be supported by fund-raising and type of fund-raising activity & funding source:	Varies per student, Sojourn guidelines state no student is denied based upon funding.			
Total Substitute Teacher(s) Days and Total Cost for Substitute Teacher(s):	1			

Budget Codes to be used

Item (Sub/transportation/etc)	Budget Code							Budgeted Amt.	
NOT FUNDED THROUGH SMHS	01	0000	0	0000	0000	5890	000	0000	0
			0						
			0						
			0						
			0						
			0						
			0						0.00

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:

Yvonne P. Shiu

01/11/2022

Principal

Brian Simmons

01/11/2022

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