

# 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>	San Mateo High		<b>Field Trip Type:</b>	Out-of-State Overnight For day trips, please check with your school.	
<b>Class/Group/Club Participating:</b>	San Mateo High School and Sojourn to the Past				
<b>Field Trip Event:</b>	Sojourn to the Past				
<b>Person Requesting:</b>	Shoshana Kalinski		<b>Number of School Days Missed:</b>	1-During Spring Break	
<b>Date &amp; Time of Departure &amp; Return:</b>	03/25/2022	04/01/2022	<b>Number of Overnight Stays:</b>	7	
<b>Location:</b>	Atlanta, GA; Selma, AL; Montgomery, AL; Birmingham, AL; Little Rock, AK; Memphis, TN;				
<b>Total Number of Students Participating:</b>	Male: <sup>2</sup> Female: <sup>5</sup> Other: <sup>0</sup>		<b>Is a registered nurse included; if not, what medical provisions?</b>	Yes	
<b>Total Number of Certificated Supervisors and Names:</b>	16 (subject to increase)- Jeff Steinberg, Alicia Vosberg, Erika Duschka; 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>				
<b>Total Number of Adult Supervisors and Names:</b>	4 (at least, subject to increase) Steve Schulz, Christina Hanlon, Ken Mason, Minnijean Brown-Trickey				
<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>	• District • Commercial: <u>Cline Tours</u> Delta - Flight #: TBD and Time: TBD		<b>Please Enter All Costs Below</b>		
				<b>Per Student Cost</b>	<b>Total Group Cost</b>
			<b>Meals:</b>	0	0.00
			<b>Lodging:</b>	0	0.00
			<b>Ground Transportation:</b>	0	0.00
			<b>Airfare:</b>	0	0.00
			<b>Registration &amp; Other Expenses:</b>	3700	25,900.00
			<b>Total Cost:</b>	3,700.00	25,900.00
<b>Total Amount that will be supported by student/family contribution:</b>	Varies per student, Sojourn guidelines state no student is denied based upon funding.				
<b>Total Amount that will be supported by district funds for students who lack sufficient resources:</b>	N/A				
<b>Total Amount that will be supported by fund-raising and type of fund-raising activity &amp; funding source:</b>	Varies per student, Sojourn guidelines state no student is denied based upon funding.				
<b>Total Substitute Teacher(s) Days and Total Cost for Substitute Teacher(s):</b>	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						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