

# 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>	Mills High		<b>Field Trip Type:</b>	In-State Overnight For day trips, please check with your school.	
<b>Class/Group/Club Participating:</b>	Spirit Squad !				
<b>Field Trip Event:</b>	USA Cheer Camp				
<b>Person Requesting:</b>	KELLER		<b>Number of School Days Missed:</b>	zero	
<b>Date &amp; Time of Departure &amp; Return:</b>	08/05/2022 12:00 PM	08/08/2022 12:00 PM	<b>Number of Overnight Stays:</b>	3	
<b>Location:</b>	Hyatt Regency Santa Clara 5101 Great America Parkway Santa Clara - 95054				
<b>Total Number of Students Participating:</b>	Male: <sup>0</sup> Female: <sup>24</sup> Other: <sup>0</sup>		<b>Is a registered nurse included; if not, what medical provisions?</b>	Yes Athletic Trainers on site	
<b>Total Number of Certificated Supervisors and Names:</b>	<p>.</p> <p><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></p>				
<b>Total Number of Adult Supervisors and Names:</b>	Coach Jada Corbin Coach Ella Reyes				
<b>Transportation:</b>			<b>Please Enter All Costs Below</b>		
<b>Private Cars, Names of Drivers</b>				<b>Per Student Cost</b>	<b>Total Group Cost</b>
<b>Bus:</b>	<ul style="list-style-type: none"> <li>District</li> <li>Commercial: _____</li> </ul>		<b>Meals:</b>	0.00	0.00
<b>Commercial Airline:</b>			<b>Lodging:</b>	0.00	0.00
<b>Airline Name/Flights/Dates/Times</b>			<b>Ground Transportation:</b>	0.00	0.00
			<b>Airfare:</b>	0.00	0.00
			<b>Registration &amp; Other Expenses:</b>	428.00	10,272.00
			<b>Total Cost:</b>	428.00	10,272.00
<b>Total Amount that will be supported by student/family contribution:</b>			\$328.00		
<b>Total Amount that will be supported by district funds for students who lack sufficient resources:</b>			\$3,740.00		
<b>Total Amount that will be supported by fund-raising and type of fund-raising activity &amp; funding source:</b>			\$7,800.00		
<b>Total Substitute Teacher(s) Days and Total Cost for Substitute Teacher(s):</b>			zero		

### Budget Codes to be used

[illegible]

**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:

Pamela Duszynski

06/17/2022

## Principal

Brian Simmons

06/17/2022

### 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