

2016-2017

MILPITAS UNIFIED SCHOOL DISTRICT

OP-40

APPLICATION FOR FIELD TRIP APPROVAL

Submit to Purchasing/Contracts Office at least 4 weeks before the field trip (ALL QUESTIONS MUST BE COMPLETED OR FORM WILL BE RETURNED)

SCHOOL: Pomeroy

DATE REQUEST SUBMITTED: 4/28/16 *Updated 6/14/16

PERSON/CLASS/GROUP OR ORGANIZATION MAKING THE TRIP REQUEST: 6th Grade Deanna Sainsten

DATE OF FIELD TRIP: 10/24/16 DATE OF RETURN: 10/28/16

TIME OF DEPARTURE: 9:15 am PERIODS (Circle): 1 2 3 4 5 6 7 All Day TIME OF RETURN: 1:30 pm 10/28/16

DESTINATION (include address): Sempervirens Outdoor School 20161 Big Basin Hwy Boulder Creek, CA 95006

DISTANCE FROM SCHOOL SITE (one way): ~42 miles

TOTAL NUMBER OF PARTICIPANTS: ~131 NUMBER OF STUDENTS: 115 NUMBER OF ADULTS: 4 teachers 12 counselors

OVERNIGHT FIELD TRIP, STATE ACCOMMODATION: Student Cabins

MODE OF TRANSPORTATION (check one): Chartered Bus [X] Private Vehicles [] Public Bus [] District Bus [] Walking []

IF USING A CHARTERED BUS, IDENTIFY COMPANY: East Side Union High School

BUS INSURANCE VERIFIED BY ACCOUNT TECH III [X] IT (Initial) Ins Exp 07/01/17

IF PRIVATE VEHICLES USED, IDENTIFY DRIVERS:

All drivers must complete OP-81 with required documents (see pg 2 of field trip procedure for requirements). It is the responsibility of the site administrator to make sure car insurance is current; otherwise, driver will not be allowed to drive.

Check box and initial after verification: [] (Principal's initial) [] (Purchasing/Contracts initial)

PURPOSE OF TRIP (Explain how trip relates to curriculum): An enhancement and support for our science curriculum. Outdoor school also builds leadership, collaboration, and environmental awareness.

COST ANALYSIS: Transportation Cost: \$1,593.72 Other Fees: \$322/person Total Cost: \$39,078.72 + Luggage truck \$455.00 = \$2,048.72 \$322 @ 115 = 37,030 PR 191367 deposit due 9/30/16

HOW WILL THIS BE PAID?

CHARGE TO ACCOUNT:	FD	RES	Y	OBJ	SOBJ	GOAL	FUNC	CCTR	SCH	MGMT
	010	0000	0	5807	00	1110	1000	0270-02	018	0000

REQUISITION # 191367 (attached) or other explanation of how fees will be paid: (i.e. ASB, PTA, students)

REQUESTOR'S SIGNATURE: Deanna Sainsten

PRINCIPAL'S SIGNATURE: [Signature] () Approved () Not approved

Only use this section if needed:

* If a contract is required for this field trip, forward the contract with this form to the Purchasing/Contracts Office at least four (4) weeks before the trip. Date sent to Purchasing/Contracts

Assistant Superintendent, Business Services signature (or designee):

* If this is an overnight field trip, 50 miles away from the school, or a trip to San Francisco, School Board approval is required. To be included in the Board's agenda, complete paperwork must be verified by Purchasing/Contracts Office.

() Board Approved () Board Denied Superintendent Signature (or designee)

MILPITAS UNIFIED SCHOOL DISTRICT

OP-40

APPLICATION FOR FIELD TRIP APPROVAL

Submit to Purchasing/Contracts Office at least 4 weeks before the field trip

(ALL QUESTIONS MUST BE COMPLETED OR FORM WILL BE RETURNED)

SCHOOL: Russell DATE REQUEST SUBMITTED: 8/17/2017

PERSON/CLASS/GROUP OR ORGANIZATION MAKING THE TRIP REQUEST: Mr. James

DATE OF FIELD TRIP: May 26, 2017 DATE OF RETURN: May 26, 2017

TIME OF DEPARTURE: 9:00 AM PERIODS (Circle): 1 2 3 4 5 6 7 All Day TIME OF RETURN: 7:00 PM

DESTINATION (include address): Six Flags Discovery Kingdom 1001 Fairgrounds Dr. Vallejo

DISTANCE FROM SCHOOL SITE (one way): 62 miles / 94589

TOTAL NUMBER OF PARTICIPANTS: 125 NUMBER OF STUDENTS: 120 NUMBER OF ADULTS: 5

IF OVERNIGHT FIELD TRIP, STATE ACCOMMODATION: _____

MODE OF TRANSPORTATION (check one): Chartered Bus Private Vehicles Public Bus District Bus Walking

IF USING A CHARTERED BUS, IDENTIFY COMPANY: Quality Assurance Travel

BUS INSURANCE VERIFIED BY ACCOUNT TECH III JT (initial) IN. Exp 11/27/16

IF PRIVATE VEHICLES USED, IDENTIFY DRIVERS: _____

All drivers must complete OP-31 with required documents (see pg 2 of field trip procedure for requirements).

It is the responsibility of the site administrator to make sure car insurance is current; otherwise, driver will not be allowed to drive.

Check box and initial after verification: _____ (Principal's initial) _____ (Purchasing/Contracts initial)

PURPOSE OF TRIP (Explain how trip relates to curriculum): SRT and Intervention student
See letter attached

COST ANALYSIS: Transportation Cost: \$ 2950.00 Other Fees: \$ 4514.35 Total Cost: \$ 7464.35

HOW WILL THIS BE PAID?

CHARGE TO ACCOUNT:	FD	RES	Y	OBJ	SOBJ	GOAL	FUNC	CCTR	SCH	MGMT
	010	0000	0	552	00	1110	1000	027002	032	0000

REQUISITION # 192188 (attached) 5807 or other explanation of how fees will be paid: 027 (i.e. ASB, PTA, students)

REQUESTOR'S SIGNATURE: _____

PRINCIPAL'S SIGNATURE: [Signature] Approved () Not approved

Only use this section if needed:

* If a contract is required for this field trip, forward the contract with this form to the Purchasing/Contracts Office at least four (4) weeks before the trip. Date sent to Purchasing/Contracts _____

Assistant Superintendent, Business Services signature (or designee): _____

* If this is an overnight field trip, 50 miles away from the school, or a trip to San Francisco, School Board approval is required. To be included in the Board's agenda, complete paperwork must be verified by Purchasing/Contracts Office.

() Board Approved () Board Denied Superintendent Signature (or designee) _____

JT/8-23
OP-40 ✓

MILPITAS UNIFIED SCHOOL DISTRICT
APPLICATION FOR FIELD TRIP APPROVAL

Submit to Purchasing/Contracts Office at least 4 weeks before the field trip
(ALL QUESTIONS MUST BE COMPLETED OR FORM WILL BE RETURNED)

SCHOOL: Milpitas High School DATE REQUEST SUBMITTED: 8/19/16

PERSON/CLASS/GROUP OR ORGANIZATION MAKING THE TRIP REQUEST: ADTT

DATE OF FIELD TRIP: 9/21/16 DATE OF RETURN: 9/21/16

TIME OF DEPARTURE: 8am PERIODS (Circle): 1 2 3 4 5 6 7 All Day TIME OF RETURN: 2pm

DESTINATION (include address): Pacific Leadership Institute 1600 Holloway Ave

DISTANCE FROM SCHOOL SITE (one way): 45 miles San Francisco, CA 94132

TOTAL NUMBER OF PARTICIPANTS: 39 NUMBER OF STUDENTS: 37 NUMBER OF ADULTS: 2

IF OVERNIGHT FIELD TRIP, STATE ACCOMMODATION: _____

MODE OF TRANSPORTATION (check one): Chartered Bus Private Vehicles Public Bus District Bus Walking

IF USING A CHARTERED BUS, IDENTIFY COMPANY: First Student

BUS INSURANCE VERIFIED BY ACCOUNT TECH III JT (initial) INS Exp. 12/31/16

IF PRIVATE VEHICLES USED, IDENTIFY DRIVERS: _____

All drivers must complete OP-81 with required documents (see pg 2 of field trip procedure for requirements).

It is the responsibility of the site administrator to make sure car insurance is current; otherwise, driver will not be allowed to drive.

Check box and initial after verification: _____ (Principal's Initial) _____ (Purchasing/Contracts initial)

PURPOSE OF TRIP (Explain how trip relates to curriculum): Team Building Field trip for Academy Seniors

COST ANALYSIS: Transportation Cost: \$ 600 Other Fees: \$ 1400 Total Cost: \$ 2,000

HOW WILL THIS BE PAID?

CHARGE TO ACCOUNT:	FD	RES	Y	OBJ	SOBJ	GOAL	FUNC	CCTR	SCH	MGMT
	060	720	0	5807	00	1110	1000	722001	041	0000

REQUISITION # 191416 (attached) ^{Bus} or other explanation of how fees will be paid: _____ (i.e. ASB, PTA, students)

REQUESTOR'S SIGNATURE: [Signature] Brownstein 24185

PRINCIPAL'S SIGNATURE: _____ () Approved () Not approved

Only use this section if needed:

★ If a contract is required for this field trip, forward the contract with this form to the Purchasing/Contracts Office at least four (4) weeks before the trip. Date sent to Purchasing/Contracts _____

Assistant Superintendent, Business Services signature (or designee): _____

★ If this is an overnight field trip, 50 miles away from the school, or a trip to San Francisco, School Board approval is required. To be included in the Board's agenda, complete paperwork must be verified by Purchasing/Contracts Office.

() Board Approved () Board Denied Superintendent Signature (or designee) _____

IPD AUG 23 2016