

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)

*Updated 6/14/16

SCHOOL: Pomeroy

DATE REQUEST SUBMITTED: 4/28/16

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

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 ☒ 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 ☒ 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

HOW WILL THIS BE PAID? PR 191368 deposit due 9/30/16

CHARGE TO ACCOUNT:	FD	RES	Y	OBJ	SOBJ	GOAL	FUNC	CCTR	SCH	MGMT
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REQUISITION # 191367 (attached) or other explanation of how fees will be paid: _____ (i.e. ASB, PTA, students)

REQUESTOR'S SIGNATURE: Deanna Sainten

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

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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 94589
 DISTANCE FROM SCHOOL SITE (one way): 62 miles /
 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-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): SRT and Intervention students
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
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REQUISITION # 192188 (attached) 5807 or other explanation of how fees will be paid: DAI (i.e. ASB, PTA, students)

REQUESTOR'S SIGNATURE: [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: ADT
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
San Francisco, CA 94132
DISTANCE FROM SCHOOL SITE (one way): 45 miles
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
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REQUISITION # 191416 (attached) or other explanation of how fees will be paid: _____ (i.e. ASB, PTA, students)

REQUESTOR'S SIGNATURE: Brownstein 24185

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

Only use this section if needed:

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

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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) _____

11/20 AUG 23 2016