

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: CurtnerDATE REQUEST SUBMITTED: 8/18/16PERSON/CLASS/GROUP OR ORGANIZATION MAKING THE TRIP REQUEST: 5th grade teamDATE OF FIELD TRIP: 11/4/16DATE OF RETURN: 11/4/16TIME OF DEPARTURE: 8:45 am PERIODS (Circle): 1 2 3 4 5 6 7 All Day TIME OF RETURN: 2:30 pmDESTINATION (include address): 55 Music Concourse Dr. San Francisco 94118DISTANCE FROM SCHOOL SITE (one way): 48 milesTOTAL NUMBER OF PARTICIPANTS: 134 NUMBER OF STUDENTS: 117 NUMBER OF ADULTS: 17 (4 teachers)

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 StudentBUS INSURANCE VERIFIED BY ACCOUNT TECH III ☒ IT (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): The fifth grade students will be attending the Academy of Science to enforce Science standards as well as the non-fiction texts we read in classCOST ANALYSIS: Transportation Cost: \$ 1,425.18 Other Fees: \$ 1,208.40 Total Cost: \$ 2,633.58HOW WILL THIS BE PAID? PR 192 758

CHARGE TO ACCOUNT:

| FD | RES | Y | OBJ | SOBJ | GOAL | FUNC | CCTR | SCH | MGMT |
|----|-----|---|-----|------|------|------|------|-----|------|
| | | | | | | | | | 0000 |

REQUISITION # _____ (attached) or other explanation of how fees will be paid: PTA (take from each 5th grade class) (i.e. ASB, PTA, students)REQUESTOR'S SIGNATURE: Julia Odey, Linda Hoffbauer, V. Thompson (Emg)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/g-5

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: Rose DATE REQUEST SUBMITTED: 8/30/2016
 PERSON/CLASS/GROUP OR ORGANIZATION MAKING THE TRIP REQUEST: Ms. King / Mrs. Dacy
 DATE OF FIELD TRIP: 3/14 - 3/17/2017 DATE OF RETURN: 3/17/2017
 TIME OF DEPARTURE: 9:00 a.m. ^{3/14/17} PERIODS (Circle): 1 2 3 4 5 6 7 (All Day) TIME OF RETURN: 12:00pm ^{3/17/17}
 DESTINATION (include address): Walden West - 13851 Stevens Canyon Rd
Cupertino, CA 95014
 DISTANCE FROM SCHOOL SITE (one way): 21.2 miles
 TOTAL NUMBER OF PARTICIPANTS: 68 NUMBER OF STUDENTS: 66 NUMBER OF ADULTS: 2
 IF OVERNIGHT FIELD TRIP, STATE ACCOMMODATION: Walden West OUTDOOR SCHOOL
 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 ☒ JI (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): Walden West offers a sound environment program which is aligned with district standards

COST ANALYSIS: Transportation Cost: \$ _____ Other Fees: \$ _____ Total Cost: \$ 17,800

HOW WILL THIS BE PAID?

| CHARGE TO ACCOUNT: | FD | RES | Y | OBJ | SOBJ | GOAL | FUNC | CCTR | SCH | MGMT |
|--------------------|----|-----|---|-----|------|------|------|------|-----|------|
| | | | | | | | | | | 0000 |

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

REQUESTOR'S SIGNATURE: Arian King / Sybra Dacy

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) _____

DISTRIBUTION AFTER APPROVAL: WHITE: Purchasing/Contracts YELLOW: School Site PINK: Teacher

REVISED 6.12

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: Weller Elementary DATE REQUEST SUBMITTED: 7/29/2016

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

DATE OF FIELD TRIP: May 8th, 2017 DATE OF RETURN: May 12th, 2017

TIME OF DEPARTURE: 9:00 am PERIODS (Circle): 1 2 3 4 5 6 7 All Day TIME OF RETURN: 12:00 pm

DESTINATION (include address): Walden West Outdoor School 13251 Stevens Canyon Road
Cupertino, CA 95014

DISTANCE FROM SCHOOL SITE (one way): 24.5 miles

TOTAL NUMBER OF PARTICIPANTS: 72 NUMBER OF STUDENTS: 66 NUMBER OF ADULTS: 6

IF OVERNIGHT FIELD TRIP, STATE ACCOMMODATION: Walden West Center cabins

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

IF USING A CHARTERED BUS, IDENTIFY COMPANY: Fremont Unified School District (90 720310)

BUS INSURANCE VERIFIED BY ACCOUNT TECH III ☒ JT (initial) Ins. Exp 06/30/17

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): Science Curriculum - 6th grade.

COST ANALYSIS: Transportation Cost: \$ _____ Other Fees: \$ _____ Total Cost: \$ _____

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 | 027002 | 011 | 0000 |

REQUISITION # 191291 (attached) or other explanation of how fees will be paid: _____ (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) _____

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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: WELLER DATE REQUEST SUBMITTED: 09/07/2016

PERSON/CLASS/GROUP OR ORGANIZATION MAKING THE TRIP REQUEST: JOHN DUONG/NAOMI NEWSTROM

DATE OF FIELD TRIP: 11/09/2016 DATE OF RETURN: 11/09/2016

TIME OF DEPARTURE: 7:30AM PERIODS (Circle): 1 2 3 4 5 6 7 (All Day) TIME OF RETURN: 2:30PM

DESTINATION (include address): BLUE AND GOLD FERRY, PIER 41, SAN FRANCISCO, CA 94133

DISTANCE FROM SCHOOL SITE (one way): 53 miles

TOTAL NUMBER OF PARTICIPANTS: 77 NUMBER OF STUDENTS: 65 NUMBER OF ADULTS: 12

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: FUSD / PO # 720310

BUS INSURANCE VERIFIED BY ACCOUNT TECH III ☒ IT (initial) Im. Exp 06/30/17

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): STUDENTS LEARNED ABOUT PUSH/PULL, voluntary
immigration. They have studied why people move to the us and
more specifically, California.

COST ANALYSIS: Transportation Cost: \$ 972 Other Fees: \$ 894 Total Cost: \$ 1,866

HOW WILL THIS BE PAID? Family Donation

| CHARGE TO ACCOUNT: | FD | RES | OBJ | SOBJ | GOAL | FUNC | CCTR | SCH | MGMT |
|--------------------|-----|------|-----|------|------|------|------|--------|----------|
| | 010 | 0000 | 0 | 5807 | 00 | 1110 | 1000 | 027002 | 011 0000 |

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

REQUESTOR'S SIGNATURE: Naomi Newstrom

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) _____

Nancy JT/g
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: MHS DATE REQUEST SUBMITTED: 8-10-16

PERSON/CLASS/GROUP OR ORGANIZATION MAKING THE TRIP REQUEST: A. Hutchison

DATE OF FIELD TRIP: Oct 4, 2016 DATE OF RETURN: Oct 4, 2016

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

DESTINATION (include address): Academy of Art University, De Young Museum
79 New Montgomery, SF, CA 94105

DISTANCE FROM SCHOOL SITE (one way): _____ miles

TOTAL NUMBER OF PARTICIPANTS: 52 NUMBER OF STUDENTS: 50 NUMBER OF ADULTS: 2

IF OVERNIGHT FIELD TRIP, STATE ACCOMMODATION: N/A

MODE OF TRANSPORTATION (check one): Chartered Bus ☒ Private Vehicles ☐ Public Bus ☐ District Bus ☐ Walking ☐
 MILPITAS USD

IF USING A CHARTERED BUS, IDENTIFY COMPANY: CAMPBELL

BUS INSURANCE VERIFIED BY ACCOUNT TECH III ☒ JT (Initial) FMS EXP 07/01/17 SEP - 7 2016

IF PRIVATE VEHICLES USED, IDENTIFY DRIVERS: N/A

All drivers must complete OP-81 with required documents (see pg 2 of field trip procedure for requirements). EDUCATIONAL SERVICES
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): college tour & curriculum enhancement

COST ANALYSIS: Transportation Cost: \$ 1000 Other Fees: \$ — Total Cost: \$ 1000

HOW WILL THIS BE PAID?

| CHARGE TO ACCOUNT: | FD | RES | Y | OBJ | SOBJ | GOAL | FUNC | CCTR | SCH | MGMT |
|--------------------|-----|------|---|------|------|------|------|---------|-----|------|
| | 060 | 3550 | 0 | 5807 | 00 | 3800 | 1000 | 3550-00 | 041 | 0000 |

REQUISITION # 192328 (attached) or other explanation of how fees will be paid: _____ (i.e. ASB, PTA, students)

REQUESTOR'S SIGNATURE: [Signature]

PRINCIPAL'S SIGNATURE: [Signature] (X) 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) _____

DISTRIBUTION AFTER APPROVAL: WHITE: Purchasing/Contracts YELLOW: School Site PINK: Teacher REVISED MAR 2012 bll

SHIPD SEP 7 - 2016

JT/9-

MILPITAS UNIFIED SCHOOL DISTRICT

OP-40

APPLICATION FOR FIELD TRIP APPROVALSubmit 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 SCHOOLDATE REQUEST SUBMITTED: 9-2-16PERSON/CLASS/GROUP OR ORGANIZATION MAKING THE TRIP REQUEST: A Hutchison, Digital Business AcademyDATE OF FIELD TRIP: February 7, 2017 DATE OF RETURN: February 7, 2017TIME OF DEPARTURE: 8 AM PERIODS (Circle): 1 2 3 4 5 6 7 (All Day) TIME OF RETURN: 3 PMDESTINATION (include address): Walt Disney Museum, 104 Montgomery St, SFC 94129DISTANCE FROM SCHOOL SITE (one way): 51 miles milesTOTAL NUMBER OF PARTICIPANTS: 50 NUMBER OF STUDENTS: 48 NUMBER OF ADULTS: 2IF OVERNIGHT FIELD TRIP, STATE ACCOMMODATION: N/AMODE OF TRANSPORTATION (check one): Chartered Bus ☒ Private Vehicles ☐ Public Bus ☐ District Bus ☐ Walking ☐IF USING A CHARTERED BUS, IDENTIFY COMPANY: CAMPBELLRECEIVED
MILPITAS USDBUS INSURANCE VERIFIED BY ACCOUNT TECH III ☒ JT (Initial) Ins Exp 07/01/17

SEP - 6 2016

IF PRIVATE VEHICLES USED, IDENTIFY DRIVERS: N/AAll 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 SERVICESCheck box and initial after verification: ☐ (Principal's initial) ☐ (Purchasing/Contracts initial)

PURPOSE OF TRIP (Explain how trip relates to curriculum):

MUSEUM TOUR for DIGITAL ART STUDENTSCOST ANALYSIS: Transportation Cost: \$ 1000 900 est Other Fees: \$ 0 Total Cost: \$ 900 est

PR 192641

HOW WILL THIS BE PAID?

| CHARGE TO ACCOUNT: | FD | RES | Y | OBJ | SOBJ | GOAL | FUNC | CCTR | SCH | MGMT |
|--------------------|-----|------|---|------|------|------|------|---------|-----|------|
| | 060 | 7220 | 0 | 5807 | 00 | 1110 | 1000 | 7220-03 | 041 | 0000 |

REQUISITION # 192641 (attached) or other explanation of how fees will be paid: _____ (i.e. ASB, PTA, students)REQUESTOR'S SIGNATURE: A HutchisonPRINCIPAL'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) _____

DISTRIBUTION AFTER APPROVAL: WHITE: Purchasing/Contracts YELLOW: School Site PINK: Teacher

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MILPITAS UNIFIED SCHOOL DISTRICT

OP-40

APPLICATION FOR FIELD TRIP APPROVALSubmit 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 SCHOOLDATE REQUEST SUBMITTED: 9-2-16PERSON/CLASS/GROUP OR ORGANIZATION MAKING THE TRIP REQUEST: A Hutchison, Digital Business AcademyDATE OF FIELD TRIP: February 7, 2017DATE OF RETURN: February 7, 2017TIME OF DEPARTURE: 8 AM PERIODS (Circle): 1 2 3 4 5 6 7 (All Day) TIME OF RETURN: 3 PMDESTINATION (include address): Walt Disney Museum, 104 Montgomery St, SF CA 94129DISTANCE FROM SCHOOL SITE (one way): 51 miles milesTOTAL NUMBER OF PARTICIPANTS: 50 NUMBER OF STUDENTS: 48 NUMBER OF ADULTS: 2IF OVERNIGHT FIELD TRIP, STATE ACCOMMODATION: N/AMODE OF TRANSPORTATION (check one): Chartered Bus ☒ Private Vehicles ☐ Public Bus ☐ District Bus ☐ Walking ☐IF USING A CHARTERED BUS, IDENTIFY COMPANY: CAMPBELL

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MILPITAS USD

BUS INSURANCE VERIFIED BY ACCOUNT TECH III ☒ JT (Initial) Ins Exp 07/01/17

SEP - 6 2016

IF PRIVATE VEHICLES USED, IDENTIFY DRIVERS: N/AAll 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):

MUSEUM TOUR FOR DIGITAL ART STUDENTSCOST ANALYSIS: Transportation Cost: \$ 600 900 est Other Fees: \$ 0 Total Cost: \$ 600 900 est

PR 192641

HOW WILL THIS BE PAID?

| CHARGE TO ACCOUNT: | FD | RES | Y | OBJ | SOBJ | GOAL | FUNC | CCTR | SCH | MGMT |
|--------------------|-----|------|---|------|------|------|------|---------|-----|------|
| | 060 | 7220 | 0 | 5807 | 00 | 1110 | 1000 | 7220-03 | 041 | 0000 |

REQUISITION # 192641 (attached) or other explanation of how fees will be paid: _____ (i.e. ASB, PTA, students)REQUESTOR'S SIGNATURE: A HutchisonPRINCIPAL'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: Milpitas DATE REQUEST SUBMITTED: 8/16/16PERSON/CLASS/GROUP OR ORGANIZATION MAKING THE TRIP REQUEST: DBADATE OF FIELD TRIP: 1/12/2017 Thursday DATE OF RETURN: 1/12/17TIME OF DEPARTURE: 8:00 AM PERIODS (Circle): 1 2 3 4 5 6 7 All Day TIME OF RETURN: 3:00 PMDESTINATION (include address): pt 17 Suite 100 San Francisco (EXPLORATORIUM)DISTANCE FROM SCHOOL SITE (one way): 52 milesTOTAL NUMBER OF PARTICIPANTS: 40 NUMBER OF STUDENTS: 36 NUMBER OF ADULTS: 4IF OVERNIGHT FIELD TRIP, STATE ACCOMMODATION: N/AMODE OF TRANSPORTATION (check one): Chartered Bus ☒ Private Vehicles ☐ Public Bus ☐ District Bus ☐ Walking ☐IF USING A CHARTERED BUS, IDENTIFY COMPANY: CAMPBELLBUS INSURANCE VERIFIED BY ACCOUNT TECH III ☒ JT (Initial) Ins Exp 07/01/17 SEP - 6 2016IF PRIVATE VEHICLES USED, IDENTIFY DRIVERS: N/AAll drivers must complete OP-81 with required documents (see pg 2 of field trip procedure for requirements). EDUCATIONAL SERVICES
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):

CTE Technology Curriculum Enhancement - student engagementCOST ANALYSIS: Transportation Cost: \$ PR192331 Other Fees: \$ _____ Total Cost: \$ _____

HOW WILL THIS BE PAID?

CHARGE TO ACCOUNT:

| FD | RES | Y | OBJ | SOBJ | GOAL | FUNC | CCTR | SCH | MGMT |
|-----|------|---|------|------|------|------|--------|-----|------|
| 060 | 7220 | 0 | 5807 | 00 | 1110 | 1000 | 722003 | 041 | 0000 |

REQUISITION # 192331 (attached) or other explanation of how fees will be paid: _____ (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/9-1

Nancy
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OP-40
MILPITAS USD

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)

SEP 15 2016

SCHOOL: MHS DATE REQUEST SUBMITTED: 9/7/16 EDUCATIONAL SERVICES

PERSON/CLASS/GROUP OR ORGANIZATION MAKING THE TRIP REQUEST: AOTT/Brounstein

DATE OF FIELD TRIP: 10/4/16 DATE OF RETURN: 10/4/16

TIME OF DEPARTURE: 8:00 PERIODS (Circle): 1 2 3 4 5 6 7 All Day TIME OF RETURN: 3:00

DESTINATION (include address): SFSU-1600 Holloway Ave, SF, CA 94132

DISTANCE FROM SCHOOL SITE (one way): 45 miles

TOTAL NUMBER OF PARTICIPANTS: 63 NUMBER OF STUDENTS: 61 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): College visit for academy students

COST ANALYSIS: Transportation Cost: \$ 683.00 ^{Sub} Other Fees: \$ 100 Total Cost: \$ 785.00

HOW WILL THIS BE PAID?

| CHARGE TO ACCOUNT: | FD | RES | Y | OBJ | SOBJ | GOAL | FUNC | CCTR | SCH | MGMT |
|--------------------|-----|------|---|------|------|------|------|--------|-----|------|
| | 060 | 7220 | 0 | 5807 | 00 | 1110 | 1000 | 722001 | 091 | 0000 |

REQUISITION # 190431 (attached) or other explanation of how fees will be paid: _____ (i.e. ASB, PTA, students)

REQUESTOR'S SIGNATURE: [Signature] Brounstein x 4185

PRINCIPAL'S SIGNATURE: [Signature] 9/14/16 ☒ 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) _____

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