

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: Marshall Pomeroy DATE REQUEST SUBMITTED: September 20, 2016

PERSON/CLASS/GROUP OR ORGANIZATION MAKING THE TRIP REQUEST: Joei Silveira, Miami Patner

DATE OF FIELD TRIP: April 7, 2017 DATE OF RETURN: April 7, 2017

TIME OF DEPARTURE: 8:30 PERIODS (Circle): 1 2 3 4 5 6 All Day TIME OF RETURN: 2:30

DESTINATION (include address): Mission San Juan Bautista 400 2nd Street San Juan Bautista

DISTANCE FROM SCHOOL SITE (one way): 52 miles

TOTAL NUMBER OF PARTICIPANTS: 112 NUMBER OF STUDENTS: 99 NUMBER OF ADULTS: 13

IF OVERNIGHT FIELD TRIP, STATE ACCOMMODATION: N/A

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

IF USING A CHARTERED BUS, IDENTIFY COMPANY: First Student

BUS INSURANCE VERIFIED BY ACCOUNT TECH III [X] 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): Conclusion to "California Mission Study"

COST ANALYSIS: Transportation Cost: \$ 1,070.40 Other Fees: \$ 150.00 Total Cost: \$ 1,220.40

HOW WILL THIS BE PAID?

Table with columns: CHARGE TO ACCOUNT, FD, RES, Y, OBJ, SOBJ, GOAL, FUNC, CCTR, SCH, MGMT. Values: 010, 0000, 0, 5807, 00, 1110, 1000, 027002, 018, 0000

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

REQUESTOR'S SIGNATURE: J.K. Silveira

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

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: 9/28/16  
 PERSON/CLASS/GROUP OR ORGANIZATION MAKING THE TRIP REQUEST: Diana Orlando, Ramirez Palin  
 DATE OF FIELD TRIP: March 7, 2017 DATE OF RETURN: March 7, 2017 Lawrence  
 TIME OF DEPARTURE: 7:30am PERIODS (Circle): 1 2 3 4 5 6 7 All Day TIME OF RETURN: 3:30pm  
 DESTINATION (include address): Davies Symphony Hall, San Francisco + Asian Art Museum  
 DISTANCE FROM SCHOOL SITE (one way): 47 miles  
 TOTAL NUMBER OF PARTICIPANTS: 120 NUMBER OF STUDENTS: 96 NUMBER OF ADULTS: 24

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: Michael's Transportation

BUS INSURANCE VERIFIED BY ACCOUNT TECH III  IT (initial) Ins. Exp 09/15/17

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): Experience the Fine arts as well as exposure to multicultural art

COST ANALYSIS: Transportation Cost: \$ 2343.00 Other Fees: \$ 600 Total Cost: \$ 2943.00

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 # 193022 (attached) or other explanation of how fees will be paid: \_\_\_\_\_ (i.e. ASB, PTA, students)

REQUESTOR'S SIGNATURE: Diana Orlando

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) \_\_\_\_\_

LM/9.16.16

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: Randall DATE REQUEST SUBMITTED: 9/7/16

PERSON/CLASS/GROUP OR ORGANIZATION MAKING THE TRIP REQUEST: Sixth Grade team

DATE OF FIELD TRIP: Monday 11/28/16 DATE OF RETURN: Friday 12/2/16

TIME OF DEPARTURE: 9:30 am PERIODS (Circle): 1 2 3 4 5 6 7 All Day TIME OF RETURN: NOON

DESTINATION (include address): Exploring New Horizons 20161 Big Basin Way Boulder Creek, Ca 95006

DISTANCE FROM SCHOOL SITE (one way): 43.5 miles

TOTAL NUMBER OF PARTICIPANTS: 57 NUMBER OF STUDENTS: 54 NUMBER OF ADULTS: 3

IF OVERNIGHT FIELD TRIP, STATE ACCOMMODATION: 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

BUS INSURANCE VERIFIED BY ACCOUNT TECH III  LM (initial) INS EXP 7/1/07

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): \_\_\_\_\_

COST ANALYSIS: Transportation Cost: \$ 861.39 Other Fees: \$ 17388.00 Total Cost: \$ ~18249.39

HOW WILL THIS BE PAID? PR 190666 PR 190665

CHARGE TO ACCOUNT:	FD	RES	Y	OBJ	SOBJ	GOAL	FUNC	CCTR	SCH	MGMT
	010	0000	0	<del>5804</del> 5804		1110	1000	027002	016	0000

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

REQUESTOR'S SIGNATURE: \_\_\_\_\_

PRINCIPAL'S SIGNATURE: Carol Galardo (  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: Zanker DATE REQUEST SUBMITTED: 9-28-16

PERSON/CLASS/GROUP OR ORGANIZATION MAKING THE TRIP REQUEST: 10th Grade

DATE OF FIELD TRIP: 4-4-17 to 4-7-17 DATE OF RETURN: 4-7-17

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

DESTINATION (Include address): Mission Springs Conf. Center - 1056 Lookhart Gulch Rd, Scotts Valley - CA 95066

DISTANCE FROM SCHOOL SITE (one way): 40 miles

TOTAL NUMBER OF PARTICIPANTS: ~~100~~ 10 NUMBER OF STUDENTS: 95 NUMBER OF ADULTS: 105

IF OVERNIGHT FIELD TRIP, STATE ACCOMMODATION: Cabin

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 District

BUS INSURANCE VERIFIED BY ACCOUNT TECH III  JT (initial) Inv 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): Outdoor Science Camp

COST ANALYSIS: Transportation Cost: \$ 1,459.43 Other Fees: \$ 25,765.00 Total Cost: \$ 27,224.43

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: ASB (i.e. ASB, PTA, students)

REQUESTOR'S SIGNATURE: \_\_\_\_\_

PRINCIPAL'S 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): \_\_\_\_\_

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

LM/9.23.16

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: Rancho/MHS DATE REQUEST SUBMITTED: 9 14 16

PERSON/CLASS/GROUP OR ORGANIZATION MAKING THE TRIP REQUEST: Milpitas Speech + Debate / Charles Schlein

DATE OF FIELD TRIP: Oct 15 16 DATE OF RETURN: Oct 15 16

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

DESTINATION (include address): San Francisco City College 50 Polan SF 94112

DISTANCE FROM SCHOOL SITE (one way): 49.6 miles

TOTAL NUMBER OF PARTICIPANTS: 17 NUMBER OF STUDENTS: 16 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  Parents bring to site

IF USING A CHARTERED BUS, IDENTIFY COMPANY: N/A

BUS INSURANCE VERIFIED BY ACCOUNT TECH III  (initial)

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): Middle School Debate Tournament

COST ANALYSIS: Transportation Cost: \$ NA Other Fees: \$ entry 35 Per Team Total Cost: \$ Estimate 280

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: Parents/ASB 230-440 (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) \_\_\_\_\_

LM/9.27.16

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: Rancho DATE REQUEST SUBMITTED: 9/20/16

PERSON/CLASS/GROUP OR ORGANIZATION MAKING THE TRIP REQUEST: Adv Art & Tech, Coulson + Parker

DATE OF FIELD TRIP: 12/15/16 DATE OF RETURN: 12/15/16

TIME OF DEPARTURE: 8:45 AM PERIODS (Circle): 1 2 3 4 5 6 7 All Day TIME OF RETURN: 3 PM

DESTINATION (Include address): Disney Family Museum 104 Montgomery St. San Francisco

DISTANCE FROM SCHOOL SITE (one way): 53 miles

TOTAL NUMBER OF PARTICIPANTS: 46 NUMBER OF STUDENTS: 42 NUMBER OF ADULTS: 4

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: San Jose Charters

BUS INSURANCE VERIFIED BY ACCOUNT TECH III  LM (Initial) exp 01/16/17

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): The students of this class are creating animations. This trip will demonstrate to the students the development of film animation as well as the technology innovations animation has offered.

COST ANALYSIS: Transportation Cost: \$ 986.50 Other Fees: \$ 0 Total Cost: \$ 986.50

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 via ASB (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) \_\_\_\_\_

LM/9.27.16

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 / MHS DATE REQUEST SUBMITTED: 9 14 16

PERSON/CLASS/GROUP OR ORGANIZATION MAKING THE TRIP REQUEST: Milpitas Soccer & Debate / Charles Scholtz

DATE OF FIELD TRIP: Oct 15, 16 DATE OF RETURN: Oct 15, 16

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

DESTINATION (include address): San Francisco City College 50 Phelan Ave, SF 94112

DISTANCE FROM SCHOOL SITE (one way): 49.6 miles

TOTAL NUMBER OF PARTICIPANTS: 17 NUMBER OF STUDENTS: 16 NUMBER OF ADULTS: 2

IF OVERNIGHT FIELD TRIP, STATE ACCOMMODATION: \_\_\_\_\_

MODE OF TRANSPORTATION (check one): Chartered Bus  Private Vehicles  Public Bus  District Bus  Walking  Parents bring own student to site

IF USING A CHARTERED BUS, IDENTIFY COMPANY: \_\_\_\_\_

BUS INSURANCE VERIFIED BY ACCOUNT TECH III  \_\_\_\_\_ (initial)

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): Middle School Debate tournament

COST ANALYSIS: Transportation Cost: \$ NA Other Fees: \$ Entry 35 per team Total Cost: \$ estimate 280 35 per team

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: Parents / ASB 230.40 (i.e. ASB, PTA, students)

REQUESTOR'S SIGNATURE: \_\_\_\_\_

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) \_\_\_\_\_

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: September 26, 2016

PERSON/CLASS/GROUP OR ORGANIZATION MAKING THE TRIP REQUEST: Milpitas Speech and Debate

DATE OF FIELD TRIP: October 14, 2016 DATE OF RETURN: October 18, 2016

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

DESTINATION (include address): St. Mark's School of Texas (10600 Preston Rd, Dallas, TX, 75233

DISTANCE FROM SCHOOL SITE (one way): 1693 miles

TOTAL NUMBER OF PARTICIPANTS: 5 NUMBER OF STUDENTS: 4 2/3 NUMBER OF ADULTS: 1

IF OVERNIGHT FIELD TRIP, STATE ACCOMMODATION: Courtyard by Marriott Dallas (10325 N Central Exp W, Dallas, TX)

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

IF USING A CHARTERED BUS, IDENTIFY COMPANY: Flying

BUS INSURANCE VERIFIED BY ACCOUNT TECH III (Initial)

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 will be participating in the policy debate (invitation) hosted by St. Mark's School of Texas.

COST ANALYSIS: Transportation Cost: \$1500 Other Fees: \$22.25 Total Cost: \$1522.25

HOW WILL THIS BE PAID? parents

Table with columns: CHARGE TO ACCOUNT, FD, RES, Y, OBJ, SOBJ, GOAL, FUNC, CTR, SCH, MGMT. Values: 010, 0000, 0, 1151, 00, 1110, 1000, 093400, 041, 0000

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

REQUESTOR'S SIGNATURE: [Signature]

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)

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: 9 29 16
PERSON/CLASS/GROUP OR ORGANIZATION MAKING THE TRIP REQUEST: Schlehbaum / Mrs Steady & Debate
DATE OF FIELD TRIP: 10-28 to 10-30 2016 DATE OF RETURN: 10-30
TIME OF DEPARTURE: 10 Am PERIODS (Circle): 1 2 3 4 5 6 7 All Day TIME OF RETURN: Sunday 7Pm
DESTINATION (include address): UOP 3601 Pacific Ave Stockton CA 95211

DISTANCE FROM SCHOOL SITE (one way): 71.4 miles
TOTAL NUMBER OF PARTICIPANTS: 10 NUMBER OF STUDENTS: 9 NUMBER OF ADULTS: 1

IF OVERNIGHT FIELD TRIP, STATE ACCOMMODATION: La Quinta 2710 W. March Lane Stockton 95219

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

IF USING A CHARTERED BUS, IDENTIFY COMPANY:

BUS INSURANCE VERIFIED BY ACCOUNT TECH III [x] (initial)

IF PRIVATE VEHICLES USED, IDENTIFY DRIVERS: Charles Schlehbaum

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: [x] (Principal's initial) [ ] (Purchasing/Contracts initial)

PURPOSE OF TRIP (Explain how trip relates to curriculum): John Schember Debate Invitational

COST ANALYSIS: Transportation Cost: \$ 50 Bus 100 \$ Other Fees: \$ Hotel 500 Total Cost: \$ 650

Table with columns: CHARGE TO ACCOUNT, FD, RES, Y, OBJ, SOBJ, GOAL, FUNC, CTR, SCH, MGMT. Values include 010, 0000, 0, 1151, 00, 1110, 1000, 093400, 041, 0000.

REQUISITION # (attached) or other explanation of how fees will be paid: Parents / ASB 230490 (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.
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):

SHIP'D OCT 5 - 2016