

## 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: Marshall PomeroyDATE REQUEST SUBMITTED: September 20, 2016PERSON/CLASS/GROUP OR ORGANIZATION MAKING THE TRIP REQUEST: José Gilvina, Miami PatnerDATE OF FIELD TRIP: April 7, 2017DATE OF RETURN: April 7, 2017TIME OF DEPARTURE: 8:30 PERIODS (Circle): 1 2 3 4 5 6 All DayTIME OF RETURN: 2:30DESTINATION (include address): Mission San Juan Bautista - 400 2nd Street San Juan BautistaDISTANCE FROM SCHOOL SITE (one way): 52 milesTOTAL NUMBER OF PARTICIPANTS: 112 NUMBER OF STUDENTS: 99 NUMBER OF ADULTS: 13IF OVERNIGHT FIELD TRIP, STATE ACCOMMODATION: "N/A"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 ☒ JT (Initial) Im. 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?

CHARGE TO ACCOUNT:	FD	RES	Y	OBJ	SOBJ	GOAL	FUNC	CCTR	SCH	MGMT
	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. SilveiraPRINCIPAL'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 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: Pomerox 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 <sup>NIB</sup>

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

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: Randall DATE REQUEST SUBMITTED: 9/7/16PERSON/CLASS/GROUP OR ORGANIZATION MAKING THE TRIP REQUEST: Sixth Grade teamDATE OF FIELD TRIP: Monday 11/28/16 DATE OF RETURN: Friday 12/2/16TIME OF DEPARTURE: 9:30 am PERIODS (Circle): 1 2 3 4 5 6 7 All Day TIME OF RETURN: noonDESTINATION (include address): Exploring New Horizons 20161 Big Basin Way  
Boulder Creek, Ca 95006DISTANCE FROM SCHOOL SITE (one way): 43.5 milesTOTAL NUMBER OF PARTICIPANTS: 57 NUMBER OF STUDENTS: 54 NUMBER OF ADULTS: 3IF OVERNIGHT FIELD TRIP, STATE ACCOMMODATION: CabinsMODE OF TRANSPORTATION (check one): Chartered Bus ☒ Private Vehicles ☐ Public Bus ☐ District Bus ☐ Walking ☐IF USING A CHARTERED BUS, IDENTIFY COMPANY: East Side UnionBUS 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: \$ ~18249.39HOW WILL THIS BE PAID? PR 190666 PR 190665CHARGE TO  
ACCOUNT:

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

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

PRINCIPAL'S SIGNATURE: Carol Saludo ( ☒ ) Approved ( ☐ ) Not ApprovedOnly 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 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: 10<sup>th</sup> 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: 105 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) ITM 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: \_\_\_\_\_

☒ 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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LM/9.23.16

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: Rancho/MHS DATE REQUEST SUBMITTED: 9 14 16  
PERSON/CLASS/GROUP OR ORGANIZATION MAKING THE TRIP REQUEST: Milpitas Speech + Debate / Charles Schler  
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 ☐  
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 Term 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: \_\_\_\_\_

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) \_\_\_\_\_

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 ChartersBUS INSURANCE VERIFIED BY ACCOUNT TECH III ☒ LM (Initial) exp 06/16/17

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) \_\_\_\_\_

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

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LM/9.27.16

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: Russell / MHS DATE REQUEST SUBMITTED: 9/14/16

PERSON/CLASS/GROUP OR ORGANIZATION MAKING THE TRIP REQUEST: Milpitas Debate & 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 students 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) \_\_\_\_\_

DISTRIBUTION AFTER APPROVAL:

WHITE: Purchasing/Contracts

YELLOW: School Site

PINK: Teacher

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**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, 2016PERSON/CLASS/GROUP OR ORGANIZATION MAKING THE TRIP REQUEST: Milpitas Speech and DebateDATE 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 milesTOTAL NUMBER OF PARTICIPANTS: 5 NUMBER OF STUDENTS: 4 ~~3~~ NUMBER OF ADULTS: 1IF OVERNIGHT FIELD TRIP, STATE ACCOMMODATION: Courtyard by Marriott Dallas (10325 N Central Expwy, Dallas, TX)MODE OF TRANSPORTATION (check one): Chartered Bus ☐ Private Vehicles ☐ Public Bus ☐ District Bus ☐ Walking ☐

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): Students will be participating in the policy debate invitation hosted by St. Mark's School of Texas.COST ANALYSIS: Transportation Cost: \$ 1500 Other Fees: \$ hotel \$150/nt registration \$125 Total Cost: \$ 2225HOW WILL THIS BE PAID? parents

CHARGE TO ACCOUNT:	FD	RES	Y	OBJ	SOBJ	GOAL	FUNC	CCTR	SCH	MGMT
	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: \_\_\_\_\_

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) \_\_\_\_\_

## 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: MHSDATE REQUEST SUBMITTED: 9-29-16PERSON/CLASS/GROUP OR ORGANIZATION MAKING THE TRIP REQUEST: Schlesinger / MHS Speech & DebateDATE OF FIELD TRIP: 10-28 to 10-30 2016 DATE OF RETURN: 10-30TIME OF DEPARTURE: 10 AM PERIODS (Circle): 1 2 3 4 5 6 7 All Day TIME OF RETURN: Sunday 7 PMDESTINATION (include address): UOP 3601 Pacific Ave Stockton CA 95211DISTANCE FROM SCHOOL SITE (one way): 71.4 milesTOTAL NUMBER OF PARTICIPANTS: 10 NUMBER OF STUDENTS: 9 NUMBER OF ADULTS: 1IF OVERNIGHT FIELD TRIP, STATE ACCOMMODATION: La Quinta 2710 W. March Lane Stockton 95219MODE OF TRANSPORTATION (check one): Chartered Bus ☐ Private Vehicles ☒ Public Bus ☐ District Bus ☐ Walking ☐

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

BUS INSURANCE VERIFIED BY ACCOUNT TECH III ☒ KL (Initial)IF PRIVATE VEHICLES USED, IDENTIFY DRIVERS: Charles SchlesingerAll 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): John Schember Debate InvitationalCOST ANALYSIS: Transportation Cost: \$ 50 Sub 100 Other Fees: \$ Hotel 500 Total Cost: \$ 650HOW WILL THIS BE PAID? (Sub) 230.490

CHARGE TO ACCOUNT:	FD	RES	Y	OBJ	SOBJ	GOAL	FUNC	CCTR	SCH	MGMT
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REQUISITION # \_\_\_\_\_ (attached) or other explanation of how fees will be paid: Parents / MS 230490 (i.e. ASB, PTA, students)REQUESTOR'S SIGNATURE: X-3903

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) \_\_\_\_\_

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

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SHIP'D OCT 5 - 2016