

JT/10-11

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 High School DATE REQUEST SUBMITTED: September 27, 2016

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

DATE OF FIELD TRIP: November 4, 2016 DATE OF RETURN: November 8, 2016

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

DESTINATION (include address): Notre Dame High School (13645 Riverside Dr, Sherman Oaks, CA, 91423)

DISTANCE FROM SCHOOL SITE (one way): 336 miles

TOTAL NUMBER OF PARTICIPANTS: 5 NUMBER OF STUDENTS: 4 NUMBER OF ADULTS: 1

IF OVERNIGHT FIELD TRIP, STATE ACCOMMODATION: Best Western Plus Carriage Inn (5535 Sepulveda Blvd, Sherman Oaks, CA 91423)

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: Suzanne Marple

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) ☒ JT (Purchasing/Contracts initial) IN EXP 11/18/17

PURPOSE OF TRIP (Explain how trip relates to curriculum): Students will be competing in policy debate at the Damus Hollywood Invitational and USC Round Robin.

COST ANALYSIS: Transportation Cost: \$ \_\_\_\_\_ Other Fees: hotel = \$155/night registration \$125 Total Cost: \$ 1,055

HOW WILL THIS BE PAID? Parents

CHARGE TO ACCOUNT:	FD	RES	Y	OBJ	SOBJ	GOAL	FUNC	CCTR	SCH	MGMT
<u>Sub only</u>	<u>010</u>	<u>0000</u>	<u>0</u>	<u>1151</u>	<u>00</u>	<u>1110</u>	<u>1000</u>	<u>093400</u>		<u>0000</u>

REQUISITION # \_\_\_\_\_ (attached) or other explanation of how fees will be paid: parents (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): \_\_\_\_\_

★ 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: Burnett DATE REQUEST SUBMITTED: 8/31/2016PERSON/CLASS/GROUP OR ORGANIZATION MAKING THE TRIP REQUEST: 4<sup>th</sup> gradeDATE OF FIELD TRIP: Nov 3 DATE OF RETURN: Nov 3TIME OF DEPARTURE: 7:45 PERIODS (Circle): 1 2 3 4 5 6 7 All Day TIME OF RETURN: 3:30DESTINATION (include address): Monterey Bay Aquarium 886 Cannery Row MontereyDISTANCE FROM SCHOOL SITE (one way): 79 milesTOTAL NUMBER OF PARTICIPANTS: 115 NUMBER OF STUDENTS: 90 NUMBER OF ADULTS: 25

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: Royal Coach ToursBUS INSURANCE VERIFIED BY ACCOUNT TECH III ☒ JT (initial) Ins. Exp 02/01/17

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): To support science NGSS standards that animal structures adapt for survival of speciesCOST ANALYSIS: Transportation Cost: \$ 2358.50 Other Fees: \$ — Total Cost: \$ 2358.50

HOW WILL THIS BE PAID?

CHARGE TO ACCOUNT: 190945 PRINCIPAL'S ACCT.

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

REQUESTOR'S SIGNATURE: [Signature]PRINCIPAL'S SIGNATURE: [Signature] ☒ 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: Curtner DATE REQUEST SUBMITTED: 10-11-16

PERSON/CLASS/GROUP OR ORGANIZATION MAKING THE TRIP REQUEST: All 4th grade classes

DATE OF FIELD TRIP: 3-22-17 DATE OF RETURN: 3-22-17

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

DESTINATION (include address): Mission San Juan Bautista 408 2nd st, San Juan Bautista, CA 95045

DISTANCE FROM SCHOOL SITE (one way): 53 miles

TOTAL NUMBER OF PARTICIPANTS: 122 NUMBER OF STUDENTS: 104 NUMBER OF ADULTS: 18

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).

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 see how the people who occupied the presidios, missions, ranchos and pueblos lived. CA Standard

COST ANALYSIS: Transportation Cost: \$ 1,152.12 Other Fees: \$ 150.00 Total Cost: \$ 1,302.12

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

REQUESTOR'S SIGNATURE: Maria T. Rodriguez

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: Pomeroxy DATE REQUEST SUBMITTED: 9-22-16  
PERSON/CLASS/GROUP OR ORGANIZATION MAKING THE TRIP REQUEST: Rms 3, 4, 12, 13  
DATE OF FIELD TRIP: March 29, 2017 DATE OF RETURN: March 29, 2017  
TIME OF DEPARTURE: 8:00 PERIODS (Circle): 1 2 3 4 5 6 7 All Day TIME OF RETURN: 4:00  
DESTINATION (include address): Monterey Bay Aquarium  
DISTANCE FROM SCHOOL SITE (one way): 79 miles  
TOTAL NUMBER OF PARTICIPANTS: 124 NUMBER OF STUDENTS: 100 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

BUS INSURANCE VERIFIED BY ACCOUNT TECH III ☒ JT (initial) 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): To learn about ocean animals and habitats.

COST ANALYSIS: Transportation Cost: \$ 2439.50 Other Fees: \$ 60.00 Total Cost: \$ 2499.50

HOW WILL THIS BE PAID?

CHARGE TO ACCOUNT:	FD	RES	Y	OBJ	SOBJ	GOAL	FUNC	CCTR	SCH	MGMT
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REQUISITION # 191389 (attached) or other explanation of how fees will be paid: \_\_\_\_\_ (i.e. ASB, PTA, students)

REQUESTOR'S SIGNATURE: Austa Falcone

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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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: MHS DATE REQUEST SUBMITTED: 10-4-16  
 PERSON/CLASS/GROUP OR ORGANIZATION MAKING THE TRIP REQUEST: Schletzbaum / MHS Speech Debate  
 DATE OF FIELD TRIP: Nov 4 DATE OF RETURN: Nov 7  
 TIME OF DEPARTURE: 5 PM PERIODS (Circle) 9-7 TIME OF RETURN: 9 PM  
 DESTINATION (include address): Northridge 13645 Riverside, Sherman Oaks CA 91423  
 DISTANCE FROM SCHOOL SITE (one way): 336 miles Manniot Courtland  
 TOTAL NUMBER OF PARTICIPANTS: 5 NUMBER OF STUDENTS: 4 NUMBER OF ADULTS: 1  
 IF OVERNIGHT FIELD TRIP, STATE ACCOMMODATION: 1755 Northridge Rd Sherman Oaks CA 91403  
 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: Charles Schletzbaum OP 81 on file  
 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) ☒ JT (Purchasing/Contracts Initial) Ins. Exp 12/5/16  
 PURPOSE OF TRIP (Explain how trip relates to curriculum): Under of Southern California Debate Tournament

COST ANALYSIS: Transportation Cost: \$ 200 Other Fees: \$ 700 Total Cost: \$ 1060

HOW WILL THIS BE PAID?

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: ASB 230 / Panchy (i.e. ASB, PTA, students)

REQUESTOR'S SIGNATURE: Charles Schletzbaum 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): \_\_\_\_\_

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( ) 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: MHS DATE REQUEST SUBMITTED: 10-14-16PERSON/CLASS/GROUP OR ORGANIZATION MAKING THE TRIP REQUEST: AVIODATE OF FIELD TRIP: 11/3/16 DATE OF RETURN: 11/3/16TIME OF DEPARTURE: 8am PERIODS (Circle): 1 2 3 4 5 6 7 All Day TIME OF RETURN: 4pmDESTINATION (include address): SFS State 600 Holloway Ave SF 94132;DISTANCE FROM SCHOOL SITE (one way): USF 2130 Fulton St 94117; Pier 39 Beach St / Embarcad  
45 miles milesTOTAL NUMBER OF PARTICIPANTS: 54 NUMBER OF STUDENTS: 50 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: ~~Della~~ ~~Charter Bus~~ Santa ClaraBUS INSURANCE VERIFIED BY ACCOUNT TECH III ☒ \_\_\_\_\_ (initial) Unified Transportati

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

AVIO college tour Freshmen & SophomoresCOST ANALYSIS: Transportation Cost: \$ 877.40 Other Fees: \$ 320 Total Cost: \$ 1197.40

HOW WILL THIS BE PAID?

CHARGE TO ACCOUNT:	FD	RES	Y	OBJ	SOBJ	GOAL	FUNC	CCTR	SCH	MGMT
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REQUISITION # 192922 (attached) or other explanation of how fees will be paid: \_\_\_\_\_ (i.e. ASB, PTA, students)REQUESTOR'S SIGNATURE: [Signature] X-4022PRINCIPAL'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 before the trip. Date sent to Purchasing/Contracts \_\_\_\_\_ Bus insurance needed

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 To be included in the Board's agenda, complete paperwork must be verified by Purchasing/Contracts Off

( ) 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: 9-26-16PERSON/CLASS/GROUP OR ORGANIZATION MAKING THE TRIP REQUEST: AVIDDATE OF FIELD TRIP: 11/10/16 DATE OF RETURN: 11/10/16TIME OF DEPARTURE: 8am PERIODS (Circle) 1 2 3 4 5 6 7 All Day TIME OF RETURN: 4pmDESTINATION (include address): Hornet Athletic Center 6000 J St. Sacramento, CADISTANCE FROM SCHOOL SITE (one way): 81 miles 95819TOTAL NUMBER OF PARTICIPANTS: 58 NUMBER OF STUDENTS: 56 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~~ Santa Clara USDBUS 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): AVID College TourCOST ANALYSIS: Transportation Cost: \$1,411.74 Other Fees: \$ 320.00 Total Cost: 1,731.74

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	709100	041	0000

REQUISITION # 192915 (attached) or other explanation of how fees will be paid: \_\_\_\_\_ (i.e. ASB, PTA, students)REQUESTOR'S SIGNATURE: Frank Castro (ext 4009)

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 before the trip. Date sent to Purchasing/Contracts \_\_\_\_\_

Assistant Superintendent, Business Services signature (or designee): \_\_\_\_\_

Bus insurance needed.

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

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