

JT/10-2

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)

OP-40 rev. July 2011

SCHOOL Sinnott DATE REQUEST SUBMITTED 10/13/2016
 PERSON/CLASS/GROUP OR ORGANIZATION MAKING THE TRIP REQUEST Patrice Schwartz, Wong, Shien
 DATE OF FIELD TRIP February 10, 2017 DATE OF RETURN February 10, 2017
 TIME OF DEPARTURE 8 A.m. PERIODS (Circle appropriate area(s): 1 2 3 4 5 6 7 All Day)
 DESTINATION (include address) San Juan Bautista
 DISTANCE FROM SCHOOL SITE (one way) 49.503 miles
 TOTAL NUMBER OF PARTICIPANTS 113 NUMBER OF STUDENTS 92 NUMBER OF ADULTS 21
 IF OVERNIGHT FIELD TRIP, STATE ACCOMMODATION NA
 MODE OF TRANSPORTATION (check one): Chartered Bus ☒ Private Vehicles ☐ Public Bus ☐ Walking ☐
 IF USING A CHARTERED BUS, IDENTIFY COMPANY First Student Charter Bus Rental
 BUS INSURANCE VERIFIED BY BUSINESS SERVICES ☒ JT (initial) INS. Exp 12/31/16
 IF PRIVATE VEHICLES, IDENTIFY DRIVERS NA
All drivers must complete OP-81 with required documents (see pg 2 of field trip process 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) ☐ (Business Services initial)
 PURPOSE OF TRIP (Explain how trip relates to curriculum) Students will learn about California's mission and rancho days.

COST ANALYSIS: Transportation Cost: \$ 1,164.34 Other Fees: \$ 225.00 Total Cost: \$ 1,389.34

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	027003	019	0000

REQUISITION # 193160 (attached) or other explanation of how fees will be paid: _____ (i.e. ASB, PTA, students)

REQUESTOR'S SIGNATURE: Patrice Schwartz

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 the District 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 () Approval Denied Superintendent Signature (or designee) _____

DISTRIBUTION WHEN APPROVED:
 REV July 2011

WHITE: Purchasing/Contracts

YELLOW: Attach to P.O.

PINK: School Site

Do not write P.O. for other fees

★ Split bus fare
 3 equal ways between
 classes - \$388.11, \$388.11, \$388.11

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: Rancho Milpitas Middle School DATE REQUEST SUBMITTED: 10/24/16PERSON/CLASS/GROUP OR ORGANIZATION MAKING THE TRIP REQUEST: All Star TeamDATE OF FIELD TRIP: 12/6/16 DATE OF RETURN: 12/6/16TIME OF DEPARTURE: 8:40 PERIODS (Circle): 1 2 3 4 5 6 7 All Day TIME OF RETURN: 4:30DESTINATION (include address): Monterey Bay Aquarium 886 Cannery Row, Monterey 93940DISTANCE FROM SCHOOL SITE (one way): 78 milesTOTAL NUMBER OF PARTICIPANTS: 150 NUMBER OF STUDENTS: 135 NUMBER OF ADULTS: 11-12

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: Trans American TravelBUS INSURANCE VERIFIED BY ACCOUNT TECH III ☒ JT (initial) Ins. Exp 05/12/17

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): this trip ties in to the NGS content standards regarding ecology & ecosystems as well as literacy standardsCOST ANALYSIS: Transportation Cost: \$ 3,000 Other Fees: \$ — Total Cost: \$ 3,000

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

REQUESTOR'S SIGNATURE: Brian D.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) _____

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)

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OP-400
JT/p-

10-12-16

SCHOOL: Milpitas High SchoolDATE REQUEST SUBMITTED: #10-17PERSON/CLASS/GROUP OR ORGANIZATION MAKING THE TRIP REQUEST: A. HutchisonDATE OF FIELD TRIP: 1-29-16 1-19-17DATE OF RETURN: 1-19-17TIME OF DEPARTURE: 8 AM PERIODS (Circle): 1 2 3 4 5 6 7 All Day TIME OF RETURN: 3 PMDESTINATION (include address): CA Academy of Sciences, 55 Music Concourse DrDISTANCE FROM SCHOOL SITE (one way): 48.9 miles San Francisco CA 94118TOTAL NUMBER OF PARTICIPANTS: 60 NUMBER OF STUDENTS: 56 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: Campbell USDBUS INSURANCE VERIFIED BY ACCOUNT TECH III ☒ ah (initial) JT Ins. Exp. 07/01/17IF 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):

CTE Students Academy of Science TourCOST ANALYSIS: Transportation Cost: \$ 900 Other Fees: \$ — Total Cost: \$ 900 est

HOW WILL THIS BE PAID?

CHARGE TO ACCOUNT:	FD	RES	Y	OBJ	SOBJ	GOAL	FUNC	CCTR	SCH	MGMT
	060	7220	0	5809	00	1110	1000	7220 03	041	0000

REQUISITION # 192899 (attached) or other explanation of how fees will be paid: ASB if ANY (i.e. ASB, PTA, students)REQUESTOR'S SIGNATURE: A. Hutchison x4013PRINCIPAL'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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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 H.S.DATE REQUEST SUBMITTED: 5/27/16PERSON/CLASS/GROUP OR ORGANIZATION MAKING THE TRIP REQUEST: MHS Music, KaidyDATE OF FIELD TRIP: 3/18/17 DATE OF RETURN: 3/18/17TIME OF DEPARTURE: 3pm PERIODS (Circle): 1 2 3 4 5 6 7 All Day TIME OF RETURN: 8pmDESTINATION (Include address): Cabrillo college 6500 Soquel Dr. Aptos CA -DISTANCE FROM SCHOOL SITE (one way): 43 milesTOTAL NUMBER OF PARTICIPANTS: 30 NUMBER OF STUDENTS: 24 NUMBER OF ADULTS: 6IF OVERNIGHT FIELD TRIP, STATE ACCOMMODATION: Capitola InnMODE OF TRANSPORTATION (check one): Chartered Bus ☐ Private Vehicles ☒ Public Bus ☐ District Bus ☐ Walking ☐IF USING A CHARTERED BUS, IDENTIFY COMPANY: Chris Kaldy, Pam Bennett, Fern Pinney, Kim Psagi, Serafin Sandoz
removed by Chris 10/24/16BUS INSURANCE VERIFIED BY ACCOUNT TECH III ☐ (Initial) 3/10/16 4 11/4/16

IF PRIVATE VEHICLES USED, IDENTIFY DRIVERS:

All drivers must complete OP-81 with required documents (see pg 2 of field trip procedure for requirements). To be completed before trip.
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): Band competition
Santa Cruz Jazz FestivalCOST ANALYSIS: Transportation Cost: \$ 0 Other Fees: \$ 0 Total Cost: \$ 0

HOW WILL THIS BE PAID?

CHARGE TO ACCOUNT:

FD	RES	Y	OBJ	SOBJ	GOAL	FUNG	CCTR	SCH	MGMT
070	0600	0	5807	80	1110	1050	010602	041	0000

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

REQUESTOR'S SIGNATURE: [Signature] X-4189
PRINCIPAL'S SIGNATURE: [Signature] ☒ Approved () Not approved

Only use this section if needed:

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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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