

JT/10-2

MILPITAS UNIFIED SCHOOL DISTRICT

OP-40 rev. July 2011

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 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) 4950.3 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: \$ 1389.34

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	027002	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: 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 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 Milpitas Middle School DATE REQUEST SUBMITTED: 10/24/16

PERSON/CLASS/GROUP OR ORGANIZATION MAKING THE TRIP REQUEST: All Star Team

DATE OF FIELD TRIP: 12/6/16 DATE OF RETURN: 12/6/16

TIME OF DEPARTURE: 8:40 PERIODS (Circle): 1 2 3 4 5 6 7 All Day TIME OF RETURN: 4:30

DESTINATION (include address): Monterey Bay Aquarium 886 Cannery Row, Monterey 93940

DISTANCE FROM SCHOOL SITE (one way): 78 miles

TOTAL 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 Travel

BUS 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 standards

COST 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: [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) _____

MILPITAS UNIFIED SCHOOL DISTRICT
APPLICATION FOR FIELD TRIP APPROVAL

Nancy
 OP-400
 JT/p-

Submit to Purchasing/Contracts Office at least 4 weeks before the field trip
 (ALL QUESTIONS MUST BE COMPLETED OR FORM WILL BE RETURNED)

10-12-16

SCHOOL: Milpitas High School DATE REQUEST SUBMITTED: ~~#10-17~~

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

DATE OF FIELD TRIP: ~~1-29-16~~ 1-19-17 DATE OF RETURN: 1-19-17

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

DESTINATION (include address): CA Academy of Sciences, 55 Music Concourse Dr

DISTANCE FROM SCHOOL SITE (one way): ~~48.9~~ 48.9 miles San Francisco CA 94115

TOTAL NUMBER OF PARTICIPANTS: 60 NUMBER OF STUDENTS: 56 NUMBER OF ADULTS: 4

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: Campbell USD

BUS INSURANCE VERIFIED BY ACCOUNT TECH III ah (initial) JT Ins. Exp. 07/01/17

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).

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 TOUR

COST 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	5807	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 x4013

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) _____

SHIPPED OCT 20 2016

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 H.S. DATE REQUEST SUBMITTED: 5/27/16

PERSON/CLASS/GROUP OR ORGANIZATION MAKING THE TRIP REQUEST: MHS Music, Kaidy

DATE OF FIELD TRIP: 3/17/17 DATE OF RETURN: 3/18/17

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

DESTINATION (Include address): Cabrillo College 6500 Soquel Dr. Aptos CA

DISTANCE FROM SCHOOL SITE (one way): 43 miles

TOTAL NUMBER OF PARTICIPANTS: 30 NUMBER OF STUDENTS: 24 NUMBER OF ADULTS: 6

IF OVERNIGHT FIELD TRIP, STATE ACCOMMODATION: Capitola Inn

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

IF USING A CHARTERED BUS, IDENTIFY COMPANY: Chris Kaldy, Pan Bennett, Tom Rinney, Kim Osugi, Sara Sin Sudaiz

BUS INSURANCE VERIFIED BY ACCOUNT TECH III [] (Initial) 2/10/16

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

PURPOSE OF TRIP (Explain how trip relates to curriculum): Band competition Santa Cruz Jazz Festival

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

Table with columns: CHARGE TO ACCOUNT, FD, RES, Y, OBJ, SOBJ, GOAL, FUNC, CCTR, SCH, MGMT. Values: 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] [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)