

JT/3-15

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: 2/13/17

PERSON/CLASS/GROUP OR ORGANIZATION MAKING THE TRIP REQUEST: LYNN LAFAYETTE / 6TH GRADE

DATE OF FIELD TRIP: 5/11/17 & 5/16/17 DATE OF RETURN: 5/11/17 & 5/16/17

TIME OF DEPARTURE: 11:00 AM PERIODS (Circle): 1 2 3 4 5 6 7 All Day TIME OF RETURN: 6:00 PM

DESTINATION (include address): MARINE SCIENCE INSTITUTE, 500 DISCOVERY PARKWAY
REDWOOD CITY, CA
94063

DISTANCE FROM SCHOOL SITE (one way): 22.6 miles

TOTAL NUMBER OF PARTICIPANTS: 61 each trip NUMBER OF STUDENTS: 55 NUMBER OF ADULTS: 6

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: EAST SIDE TRANSPORTATION FREMONT UNIFIED SCHOOL DISTRICT 7

INSURANCE VERIFIED BY ACCOUNT TECH III ☒ JT (initial) N/A 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): NGSS LS2A Organisms and populations of organisms are dependent on their environmental interactions both with other living things and with non-living factors

COST ANALYSIS: Transportation Cost: \$ 650- Other Fees: \$ 650- Total Cost: \$ \$1300
750- \$1400

HOW WILL THIS BE PAID?

CHARGE TO ACCOUNT:	FD	RES	Y	OBJ	SOBJ	GOAL	FUNC	CCTR	SCH	MGMT
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REQUISITION # 193328 (attached) or other explanation of how fees will be paid: PTA, FAMILY DONATIONS (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 _____

RECEIVED
MUSD

MAR 15 2017

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.

ACCOUNTS PAYABLE

() Board Approved () Board Denied Superintendent Signature (or designee) _____

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

REVISED MAR 2012 bll

MARINE SCIENCE INSTITUTE



Discovery Voyage

Explore the wonders and vitality of the San Francisco Bay aboard our 90-foot research vessel, the *Robert G. Brownlee*. The custom design of the ship provides a safe and stable platform for our program and passengers. Students spend half of a day as field researchers to discover the multitude of life that thrives in the Bay. They rotate through several hands-on stations and use real scientific equipment to take water samples, collect and identify microscopic plankton, sample the mud and invertebrates at the bottom of the Bay, and catch and identify an assortment of fish.



Grades 4 and up



4 hours,

1-5pm



Discover our Bay