

DT/11-3

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: Sinnot DATE REQUEST SUBMITTED: 10/31/2017
PERSON/CLASS/GROUP OR ORGANIZATION MAKING THE TRIP REQUEST: Patrice Schwartz - 4th grade classes
DATE OF FIELD TRIP: 2/2/2018 DATE OF RETURN: 2/2/2018
TIME OF DEPARTURE: 8 A.m. PERIODS (Circle): 1 2 3 4 5 6 7 All Day TIME OF RETURN: 2:15 P.m.
DESTINATION (Include address): San Juan Bautista
DISTANCE FROM SCHOOL SITE (one way): 50.4 miles
TOTAL NUMBER OF PARTICIPANTS: 133 NUMBER OF STUDENTS: 111 NUMBER OF ADULTS: 22
IF OVERNIGHT FIELD TRIP, STATE ACCOMMODATION: NA

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)

CONDITIONAL APPROVAL

Insurance Expires on 12/31/17

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): Students will tour mission San Juan Bautista and take part in a State Park Educational Program about early California life - 4th grade social studies standards

COST ANALYSIS: Transportation Cost: \$ 1,152.70 Other Fees: \$ 375 Total Cost: \$ 1,527.70

HOW WILL THIS BE PAID?

CHARGE TO ACCOUNT:	FD	RES	Y	OBJ	SOBJ	GOAL	FUNC	CCTR	SCH	MGMT
	010	0000	0	5807	0	1110	1000	027003	019	0000

REQUISITION # 195387 (attached) or other explanation of how fees will be paid: PTA, students, parents (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 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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