

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: Burnett DATE REQUEST SUBMITTED: 10/16/17PERSON/CLASS/GROUP OR ORGANIZATION MAKING THE TRIP REQUEST: LafayetteDATE OF FIELD TRIP: Oct 26, 2017 DATE OF RETURN: Oct 26TIME 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): 78.9 milesTOTAL NUMBER OF PARTICIPANTS: 90 NUMBER OF STUDENTS: 72 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: Royal CoachINSURANCE VERIFIED BY ACCOUNT TECH III ☐ _____ (Initial)

IF PRIVATE VEHICLES USED, IDENTIFY DRIVERS: _____

drivers must complete OP-81 with required documents (see pg 2 of field trip procedure for requirements).
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 NGSS standards
that animals and plants adapt in order
to survive and reproduceCOST ANALYSIS: Transportation Cost: \$ 2239.80 Other Fees: \$ — Total Cost: \$ 2,239.80

HOW WILL THIS BE PAID?

| CHARGE TO | FD | RES | Y | OBJ | SOBJ | GOAL | FUNC | CCTR | SCH | MGMT |
|-----------|-----|------|----|------|------|------|------|--------|-----|------|
| COUNT: | 010 | 0000 | 00 | 5809 | 00 | 1110 | 1000 | 027002 | 14 | 0000 |

ACQUISITION # 193289 (attached) or other explanation of how fees will be paid: DONATIONS (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): [Signature]

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)

SCHOOL: Rose DATE REQUEST SUBMITTED: 9/8/17
PERSON/CLASS/GROUP OR ORGANIZATION MAKING THE TRIP REQUEST: Mrs. Dacy / Mrs. mederos
DATE OF FIELD TRIP: 11/28/2017 DATE OF RETURN: 12/1/2017
TIME OF DEPARTURE: 9:00am 10/28/17 PERIODS (Circle): 1 2 3 4 5 6 7 All Day TIME OF RETURN: 12/1/17 12:00pm
DESTINATION (include address): Walden West - 13851 Stevens Canyon Rd
DISTANCE FROM SCHOOL SITE (one way): 21.2 miles cupertino, CA 95014
TOTAL NUMBER OF PARTICIPANTS: 78 NUMBER OF STUDENTS: 76 NUMBER OF ADULTS: 2
IF OVERNIGHT FIELD TRIP, STATE ACCOMMODATION: Walden West out door school
MODE OF TRANSPORTATION (check one): Chartered Bus ☒ Private Vehicles ☐ Public Bus ☐ District Bus ☐ Walking ☐
IF USING A CHARTERED BUS, IDENTIFY COMPANY: Santa Clara Unified First Student
BUS INSURANCE VERIFIED BY ACCOUNT TECH III ☒ JT (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): Walden West offers a sound environment program which is aligned with district standards

COST ANALYSIS: Transportation Cost: \$ 199 225 Other Fees: \$ _____ Total Cost: \$ _____

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

REQUESTOR'S SIGNATURE: Sybra Dacy / Ariana mederos

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) _____

5T/11-03

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: MUS DATE REQUEST SUBMITTED: 10/23/17

PERSON/CLASS/GROUP OR ORGANIZATION MAKING THE TRIP REQUEST: Schleibman / Speech & Debate

DATE OF FIELD TRIP: Dec 7 2017 DATE OF RETURN: Dec 11

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

DESTINATION (include address): La Costa Canyon HS 1 Mountain View Carlsbad CA 92009

DISTANCE FROM SCHOOL SITE (one way): 443 miles

TOTAL NUMBER OF PARTICIPANTS: 7 NUMBER OF STUDENTS: 6 NUMBER OF ADULTS: 1

IF OVERNIGHT FIELD TRIP, STATE ACCOMMODATION: Holiday Inn Carlsbad 2725 Palomar Airport

MODE OF TRANSPORTATION (check one): Chartered Bus ☐ Private Vehicles ☒ Public Bus ☐ District Bus ☐ Walking ☐ Carlsbad CA 92009

IF USING A CHARTERED BUS, IDENTIFY COMPANY: XAIR

BUS INSURANCE VERIFIED BY ACCOUNT TECH III ☐ (initial)

IF PRIVATE VEHICLES USED, IDENTIFY DRIVERS: Charles Schleibman

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): La Costa Canyon Speech & Debate
to represent

COST ANALYSIS: Transportation Cost: \$ 1000 ^{total 600} Other Fees: \$ Sub 400 ^{ASB 400} Total Cost: \$ 1600 ^{Students}

HOW WILL THIS BE PAID?

| CHARGE TO ACCOUNT: | FD | RES | Y | OBJ | SOBJ | GOAL | FUNC | CCTR | SCH | MGMT |
|--------------------|-----|------|---|------|------|------|------|--------|-----|------|
| | 010 | 0000 | 0 | 5907 | 00 | 110 | 1000 | 043400 | 041 | 0000 |

REQUISITION # _____ (attached) or other explanation of how fees will be paid: ASB 230.490 (i.e. ASB, PTA, students)

REQUESTOR'S SIGNATURE: _____

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): _____

★ 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) _____

SHIPD OCT 31 2017

JT/10-24
OP-40

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)

SCHOOL: Milpitas High School/Russell/Rancho DATE REQUEST SUBMITTED: 10-6-17
PERSON/CLASS/GROUP OR ORGANIZATION MAKING THE TRIP REQUEST: Science Olympiad
DATE OF FIELD TRIP: 1-6-18 (Saturday) DATE OF RETURN: 1-6-18
TIME OF DEPARTURE: 5:00 am PERIODS (Circle): 1 2 3 4 5 6 7 (All Day) TIME OF RETURN: 10:00 pm
DESTINATION (include address): Mira Loma High School, 4000 Edison Ave, Sacramento, CA 95821
DISTANCE FROM SCHOOL SITE (one way): 126 miles ✓
TOTAL NUMBER OF PARTICIPANTS: 51 NUMBER OF STUDENTS: 45 NUMBER OF ADULTS: 6
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: San Jose Charters
BUS INSURANCE VERIFIED BY ACCOUNT TECH III ☒ JT (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): Science Olympiad competition

COST ANALYSIS: Transportation Cost: \$ 2206 Other Fees: \$ 450 Total Cost: \$ 2656
HOW WILL THIS BE PAID? Split registration between 3 cost centers. Bus is all from site 041.

| CHARGE TO ACCOUNT: | FD | RES | Y | OBJ | SOBJ | GOAL | FUNC | CCTR | SCH | MGMT |
|--------------------|-----|------|---|------|------|------|------|--------|-----|------|
| | 010 | 0000 | 0 | 5807 | 00 | 1110 | 1000 | 010703 | 041 | 0000 |

REQUISITION # 195546 (attached) or other explanation of how fees will be paid: _____ (i.e. ASB, PTA, students)
REQUESTOR'S SIGNATURE: [Signature] Letta Meyer x-4060
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 23 2017

55/10-23

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: Zanker DATE REQUEST SUBMITTED: 10/16/17

PERSON/CLASS/GROUP OR ORGANIZATION MAKING THE TRIP REQUEST: SULLIVAN / Polden / Dillon

DATE OF FIELD TRIP: 1/12/2018 DATE OF RETURN: 1/12/2018

TIME OF DEPARTURE: 830 PERIODS (Circle): 1 2 3 4 5 6 7 All Day TIME OF RETURN: 2:30

DESTINATION (Include address): Mission San Juan Bautista, 460 2nd St S.J.B.

DISTANCE FROM SCHOOL SITE (one way): 51 miles

TOTAL NUMBER OF PARTICIPANTS: 106 NUMBER OF STUDENTS: 91 NUMBER OF ADULTS: 15

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 Charter / First Student

BUS INSURANCE VERIFIED BY ACCOUNT TECH III ☒ JS (Initial) **CONDITIONAL APPROVAL**

IF PRIVATE VEHICLES USED, IDENTIFY DRIVERS: _____ Insurance Expires on 12/31/17

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): California Mission

COST ANALYSIS: Transportation Cost: \$ 1152 Other Fees: \$ — Total Cost: \$ 1152

HOW WILL THIS BE PAID?

| CHARGE TO ACCOUNT: | FD | RES | Y | OBJ | SOBJ | GOAL | FUNG | CCTR | SCH | MGMT |
|--------------------|----|-----|---|-----|------|------|------|------|-----|------|
| | | | | | | | | | | 0000 |

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

REQUESTOR'S SIGNATURE: The Sullivan

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): _____

★ 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) _____

ST/10-1

MILPITAS UNIFIED SCHOOL DISTRICT
APPLICATION FOR FIELD TRIP APPROVAL

OP-40

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

SCHOOL: Spangler DATE REQUEST SUBMITTED: 10/17/17
PERSON/CLASS/GROUP OR ORGANIZATION MAKING THE TRIP REQUEST: Yamatake/Blanco - 4th grade
DATE OF FIELD TRIP: 3/27/18 DATE OF RETURN: 3/27/18

TIME OF DEPARTURE: 6:30am PERIODS (Circle): 1 2 3 4 5 6 7 All Day TIME OF RETURN: 6:30pm
DESTINATION (include address): Columbia State Historic Park

DISTANCE FROM SCHOOL SITE (one way): 120 miles

TOTAL NUMBER OF PARTICIPANTS: 84 NUMBER OF STUDENTS: 66 NUMBER OF ADULTS: 18

IF OVERNIGHT FIELD TRIP, STATE ACCOMMODATION: Ø

MODE OF TRANSPORTATION (check one): Chartered Bus ☒ Private Vehicles ☐ Public Bus ☐ District Bus ☐ Walking ☐

IF USING A CHARTERED BUS, IDENTIFY COMPANY: Fremont Unified School District
BUS INSURANCE VERIFIED BY ACCOUNT TECH III ☒ ST (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): Experience local Country and
see first hand a part of CA History.

COST ANALYSIS: Transportation Cost: \$ 1668 Other Fees: \$ 582 Total Cost: \$ 2250

HOW WILL THIS BE PAID?

CHARGE TO ACCOUNT:

| FD | RES | Y | OBJ | SOBJ | GOAL | FUNC | CCTR | SCH | MGMT |
|-----|-----|---|------|------|------|------|--------|-----|------|
| DIO | 0 | 0 | 5752 | 0 | 1110 | 1000 | 027002 | DIO | 0000 |

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

REQUESTOR'S SIGNATURE: _____

PRINCIPAL'S SIGNATURE: _____

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

REVISED MAR 2012 bil