



## Field Trip Request

(Overnight and/or Out-of-State/Foreign Field Trips must be approved by the Board)

Instructor/Advisor/Coach: Mike Hudson # of Students: 15

School: Piedmont High Grade/Class: Men's Varsity

Destination: Kelseyville High Depart Date: 12/14/17 Return Date: 12/16/17  
Depart Time: 12:00pm Return Time: 8:00pm

Describe the objectives of the proposed activity and how they relate to the course/grade/program  
The Stokes Invitational in Kelseyville, California is a tournament that hosts 8 high school teams from across Northern California.

Transportation: ☐ Private Vehicle(s) ☐ Rental Vehicle(s) ☐ Bus(es) ☐ Walking ☐ Flight

### Cost:

☐ Substitute Coverage Needed (Teachers ... please use AESOP to record absence after approval)

Estimated Cost: \$ 1000.00 Funding Source: Men's basketball funds  
Transportation/Lodging/Meals

### Additional Information Needed Once Approved:

- ☐ PUSD Field Trip: Permission/Waiver/Accident Form (for each student)
- ☐ PUSD Field Trip: Itinerary Form
- ☐ PUSD Field Trip: Personal Vehicle Use Form (if using private vehicle(s) - for each driver)
- ☐ PUSD Field Trip: Staff Notification and Student Roster Form
- ☐ PUSD Field Trip: Out-of-state/Foreign Travel Agreement (only if traveling out-of-state)
- ☐ PUSD Field Trip: Medical Information Form (for each student needing medication)
- ☐ PUSD Volunteer Clearance Form (for each adult volunteer)

### Approval:

Adam Littlefield  
Principal

11/2/17  
Date

\_\_\_\_\_  
Governing Board (Overnight/Out-of State only)

\_\_\_\_\_  
Date



## Field Trip Itinerary

Instructor/Advisor/Coach: Mike Hudson

School: Piedmont High Grade/Class: \_\_\_\_\_

Destination: Kelseyville, CA Depart Date: 12/14/17 Depart Time: 12:00pm

Return Date: 12/16/17 Return Time: 6:00pm

Chaperones: Mike Hudson

Name ☒ Employee ☐ Volunteer

Ben Spencer

Name ☒ Employee ☐ Volunteer

Bryan Gardere

Name ☒ Employee ☐ Volunteer

Beth Barrett

Name ☐ Employee ☒ Volunteer

Name ☐ Employee ☐ Volunteer

Name ☐ Employee ☐ Volunteer

**Transportation:** ☐ Private Vehicle(s) ☒ Rental Vehicle(s) ☐ Bus(es) ☐ Walking ☐ Flight

Check the following that apply:

☐ Private Vehicle(s) \_\_\_\_\_  
Driver's Name \_\_\_\_\_

Driver's Name \_\_\_\_\_

Driver's Name \_\_\_\_\_

Driver's Name \_\_\_\_\_

☒ Rental Vehicle(s) Mike Hudson  
Driver's Name \_\_\_\_\_

Driver's Name \_\_\_\_\_

Ben Spencer  
Driver's Name \_\_\_\_\_

Driver's Name \_\_\_\_\_

☐ Bus(es) \_\_\_\_\_  
Bus Company \_\_\_\_\_

Number of buses \_\_\_\_\_

☐ Flight \_\_\_\_\_  
Airline \_\_\_\_\_

Flight # \_\_\_\_\_

### Accommodations

Hotel Name: TBD Phone #: \_\_\_\_\_

Planned Activities: Team breakfast, lunch, and dinner