

Alpine County Unified School District
VOLUNTARY FIELD TRIP REQUEST FORM
District-Sponsored Event / Attendance Voluntary

MAR 15 2019

School/Program and Field Trip Destination:

(Please attach the "Field Trip Academic Focus Form", FT-2)

6th grade class; Great Basin Outdoor School at Galilee
Camp in Glenbrook, Nevada

Departure Date: 5-28-2019 Departure Time: ≈ 8:45 a.m.

Return Date: 5-31-2019 Return Time: TBD

Certificated Staff in Charge: Cortney Harrington

Other Adults/
Chaperons on Trip: Scott Bledsoe

(Note: If overnight, all chaperons must be fingerprinted and cleared prior to trip)

Number of Students: 8

Check which type of field trip and which form of transportation will be used for this trip:

- 2 One Day, School Day, District Bus / Suburban → drop off and return on 5-28-2019
One Day, School Day, Private Vehicles → pickup students and return on 5-31-19
One Day, Non-School Day, District Bus / Suburban
One Day, Non-School Day, Private Vehicles
Overnight Trip for _____ Nights, District Bus / Suburban
☒ Overnight Trip for 3 Nights, Private Vehicles

Funding Source:

Fund: _____ Resource: _____ Y: _____ Object: _____ ID#: _____ Goal: _____ Function: _____

Cost Breakdown:

Lodging \$ 0 Food \$ 0 Entrance Fees \$ 0

Other Misc. Costs \$ All inclusive \$1930.50

Transportation Costs (\$98.00 if 2)

Suburban 70 x \$.70 = \$49.00 OR Bus _____ x \$3.562 = _____
of Miles # of Miles

TOTAL COST \$ \$1979.50 (\$2028.50 if 2 suburbans)

Certificated Staff: Cortney L. Harrington Date: 2-28-2019

Approved By Principal: N. Lampson Date: 3-01-19

If Necessary
Approved By Superintendent: [Signature] Date: 3/1/19

Approved By Board of Trustees
Clerk/Secretary: _____ Date: _____

For overnight field trips, fingerprints for adults are needed: ☒ Yes [] No

Field Trip Academic Focus Form

Staff involved Courtney Harrington - 6th grade teacher

Students involved 6th grade class - 8 students

Instructional time out of the classroom (include travel time) 21 hours

Funding source _____ Costs \$ 1930.50

State Standards/Content/Learning Objectives CCSS.ELA-Literacy.RST.6-8.3, 4, and 7;
NGSS MS. Interdependent Relationships in Ecosystems (MS-LS2.2 and MS-LS2.5)
NGSS MS. Natural Selection and Adaptations
(among others)

Field Trip Activities/Agenda educational hikes, astronomy night hike,
Spencer Lake naturalist/science hike, lake ecology boat ride in Lake Tahoe,
dramatic performances, writing opportunities, visual art lessons, P.E. lessons/
sports/activities

Assessment of Student Learning written science journals, teacher monitoring
of student progress, journal writing in ELA class upon return

Approved ✓

Disapproved _____

N. Lampson
Principal's Signature

3.01.19
Date of Approval



Alpine Unified School District
43 Hawkside Drive
Markleeville, Ca 96120
Phone: (530) 694-2495
Fax: (530) 694-2379
kjohnston@alpinecoe.k12.ca.us

PURCHASE ORDER NUMBER

190092

**Note: Purchase order void after 90 days.
Vendor must call for extension if necessary.**

Date: 12/10/2018

Vendor: 030070-01
Phone:
Email:

Attn:
FAX:

Description: Great Basin Outdoor School, 4-Day
Science Camp for 6th Graders

GREAT BASIN OUTDOOR SCHOOL
1000 BIBLE WAY #53
RENO, NV 89502

Ship
To:

ALPINE UNIFIED SCHOOL DISTRICT
BUSINESS SERVICES
43 HAWKSIDE DRIVE
Markleeville, CA 96120
Phone: (530) 694-2230 Fax: (530) 694-2379

FOB	SHIP VIA	BUYER	PAYMENT TERMS
Destination			Net 30 days

REQ. #	REQUESTOR	LOCATION	BLDG/DEPT	ROOM
000095	Carla Marchut	Diamond Valley (Building A)		

#	Qty	Unit	Description	Unit Price	P/C	Total
1	9	EA	4 day science camp	\$200.00	\$0.00	\$1,800.00
2	0	EA	20% DEPOSIT DUE NOW: \$360 - INCLUDE COPY OF REGISTRATION WITH CHECK	\$0.00	\$0.00	\$0.00
3	0	EA	BALANCE DUE ON ARRIVAL: \$1,440	\$0.00	\$0.00	\$0.00
01-0000-0-1110-1000-5800-001-0000				\$1,930.50		

IMPORTANT INSTRUCTIONS TO VENDOR

1. Itemized INVOICES in Duplicate.
2. Enclose PACKING LIST with ALL shipments.
3. No deviation in PRICE or SUBSTITUTION in kind permitted.
4. All deliveries F.O.B. Destination unless otherwise specified. If freight is to be charged, prepay, and add to invoice.
5. THE LAW REQUIRES MATERIAL SAFETY DATA SHEETS FOR ALL TOXIC MATERIALS. PLEASE ENCLOSE WITH INVOICE.
6. Purchase order number must appear on packing slip.
7. School Districts are not subject to Federal Excise Tax. Exemption certificates will be furnished upon request.

SUBTOTAL:	\$1,800.00
SALES TAX:	\$130.50
SHIPPING:	\$0.00
TOTAL:	\$1,930.50

COPY

Authorized Signature

ACCOUNTING COPY

Page 1 of 1

Alpine County Unified School District

RECEIVED
MAR 08 2019

Request For District Transportation BY:

School DVES

Date Ordered 3/8/19

(Date of Trip) 5/28/19 (Day of Week) TU - Fri (School Bus or Suburban) X2 (# of Passengers) 8

** Leave School on (date): 5/28/19 Leave at (time): 8:45 am
Return to School on (date): 5/31/19 Return at (time): 2:30 pm
Destination: Galilee Camp Estimated Total Mileage: 70 rt
Address & City: 1776 US 50 Glenbrook NV
List all Known Special Stops to or from Destination:
Special Instructions:
Name of Faculty Supervisor Who Will Ride District Vehicle: Cortney Harrington
Brief Statement of Purpose of Trip: 6th grade Science Camp

TRIP APPROVED BY: (Principal's Signature) [Signature]

TRIP APPROVED BY: (Transportation Lead) _____

** For Transportation Lead/BD's Use: _____

Charge to Fund: _____ Resource: _____ Y: _____ Object: _____ ID#: _____ Goal: _____ Function: _____

	Driver	Time	Date:
End Time		Bus #:	End Miles:
			Start Miles:
Start Time		# of Passengers:	Total:
			Driver's Name:
Lunch Time		Leave: Students: Adults:	Billed:
			miles @ = \$
Total Hours Driver was on duty		Return: Students: Adults:	hours @ = \$
			TOTAL: \$
Extra Info			Purchase Order #

MAR 15 2019

By _____



35 Hawkside Drive, Markleeville, CA to galilee camp lake tahoe

Drive 34.4 miles, 47 min

6th grade science camp 5/28/19-5/31/19

35 Hawkside Dr

Markleeville, CA 96120

- ↑ 1. Head southwest on Diamond Valley Rd toward CA-89 N

1 min (0.5 mi)

Take CA-88 E, NV-206 N and NV-207 W/Kingsbury Grade Rd to US-50 W in Douglas County

46 min (33.9 mi)

- ↘ 2. Turn right onto CA-89 N

0.5 mi

- ↘ 3. Turn right onto CA-88 E

📍 Entering Nevada

6.1 mi

- ↑ 4. Continue onto NV-88 N

1.4 mi

- ↙ 5. Turn left onto NV-206 N

6.2 mi

- ↙ 6. Turn left onto NV-207 W/Kingsbury Grade Rd

11.0 mi

- ↘ 7. Sharp right onto US-50 E

8.5 mi

- ↻ 8. Make a U-turn

📍 Destination will be on the right

0.1 mi

Galilee Episcopal Camp and Retreat Center (Camp Galilee)

1776 US-50, Glenbrook, NV 89413

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.