

San Mateo Union High School District Field Trip Request Form



This form is to be sent to the Director of Curriculum & Assessment at least seven weeks in advance of an in-state, overnight field trip and at least six months in advance of an out-of-country field trip.

School Participating:	Capuchino High	Field Trip Type:	Out-of-State Overnight	
Class/Group/Club Participating:	Girls Varsity Basketball			
Field Trip Event:	Nike Tournament of Champions			
Person Requesting:	Stephen Hoff	Number of School Days Missed:	4	
Date & Time of Departure & Return:	12/17/2019 8am	12/22/2019 10am	Number of Overnight Stays: 5	
Location:	Phoenix, Arizona			
Total Number of Students Participating:	Male: ⁰ Female: ¹⁴ Other: ⁰	Is a registered nurse included; if not, what medical provisions?	No On site trainers	
Total Number of Certificated Supervisors and Names:	4 Stephen Hoff Chris Giampolo Pemita Paaga Lisa Hoff <i>The ratio is 10 students to 1 chaperone. If male and female students are participating, there must be a male and female chaperone.</i>			
Total Number of Adult Supervisors and Names:	4 names above			
Please Enter All Costs Below				
Transportation: Private Cars, Names of Drivers <small>Click here for Transportation Request Form</small> Bus: Commercial Airline: Airline Name/Flights/Dates/Times			Per Student Cost	Total Group Cost
	Meals:		0	0.00
	Lodging:		0	0.00
	Ground Transportation:		0	0.00
	Airfare:		0	0.00
	Registration & Other Expenses:		600	8,400.00
	Total Cost:		600.00	8,400.00
Total Amount that will be supported by student/family contribution:	all applicable fees.			
Total Amount that will be supported by district funds for students who lack sufficient resources:	0			
Total Amount that will be supported by fund-raising and type of fund-raising activity & funding source:	0			
Total Substitute Teacher(s) Days and Total Cost for Substitute Teacher(s):	0			

Budget Codes to be used

Item (Sub/transportation/etc)	Budget Code	Budgeted Amt.
_____	0	_____
_____	0	_____
_____	0	_____
_____	0	_____
_____	0	_____

Trip Itinerary and Educational Rationale: Attach written draft including trip itinerary and explaining educational value. Attach a copy of any item pertinent to the event, e.g. brochure. Please see space below for signatures:

Approved by:

Principal

District Designee

Superintendent

Board Agenda Date:

Process Review

- Read the memo
- Fill out Field Trip Request (including budget codes)
- Voluntary Excursion Field Trip Notice
- Parent Consent Forms
- Enclose any contracts
- Certificate of Transportation