

# 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.*

<b>School Participating:</b>	Burlingame High	<b>Field Trip Type:</b>	Out-of-State Overnight	
<b>Class/Group/Club Participating:</b>	Publications			
<b>Field Trip Event:</b>	JEA Spring National Journalism Conference			
<b>Person Requesting:</b>	Michelle Riley	<b>Number of School Days Missed:</b>	3	
<b>Date &amp; Time of Departure &amp; Return:</b>	04/15/2020 TBD	04/19/2020 TBD	<b>Number of Overnight Stays:</b> 4	
<b>Location:</b>	JW Marriott 201 8th Avenue South Nashville, Tennessee 37203			
<b>Total Number of Students Participating:</b>	Male: <sup>0</sup> Female: <sup>8</sup> Other: <sup>0</sup>	<b>Is a registered nurse included; if not, what medical provisions?</b>	No Convention Provides	
<b>Total Number of Certificated Supervisors and Names:</b>	1- Michelle Riley  <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>			
<b>Total Number of Adult Supervisors and Names:</b>	N/A			
<b>Transportation:</b> Private Cars, Names of Drivers <small>Click here for Transportation Request Form</small>  <b>Bus:</b>  <b>Commercial Airline:</b> Airline Name/Flights/Dates/Times	Uber XL / SUV	<b>Please Enter All Costs Below</b>		
		<b>Per Student Cost</b>	<b>Total Group Cost</b>	
		<b>Meals:</b>	200	1,600.00
	• District	<b>Lodging:</b>	350	2,800.00
	• Commercial: _____	<b>Ground Transportation:</b>	65	520.00
		<b>Airfare:</b>	500	4,000.00
		<b>Registration &amp; Other Expenses:</b>	140	1,120.00
		<b>Total Cost:</b>	1,255.00	10,040.00
<b>Total Amount that will be supported by student/family contribution:</b>	Josten's budget for yearbook covers all except student food \$200 for food			
<b>Total Amount that will be supported by district funds for students who lack sufficient resources:</b>	04/15/20			
<b>Total Amount that will be supported by fund-raising and type of fund-raising activity &amp; funding source:</b>	Josten's budget for yearbook covers all except student food			
<b>Total Substitute Teacher(s) Days and Total Cost for Substitute Teacher(s):</b> <small>Sub Cal Approved</small>	160*3=480			