

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.

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