

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:	Burlingame High	Field Trip Type:	Out-of-State Overnight	
Class/Group/Club Participating:	Journalism Class			
Field Trip Event:	Journalism Education Association & National Conference			
Person Requesting:	Melissa Murphy	Number of School Days Missed:	3 (maybe 2.5)	
Date & Time of Departure & Return:	04/15/2020 tbd	04/19/2020 tbd	Number of Overnight Stays: 4	
Location:	Nashville, TN JW Marriott 201 8th Ave S, Nashville, TN 37203			
Total Number of Students Participating:	Male: ⁰ Female: ⁸ Other: ⁰	Is a registered nurse included; if not, what medical provisions?	No	
Total Number of Certificated Supervisors and Names:	1 Melissa Murphy <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:	NA			
Transportation: Private Cars, Names of Drivers <small>Click here for Transportation Request Form</small> Bus: Commercial Airline: Airline Name/Flights/Dates/Times	Please Enter All Costs Below			
		Per Student Cost	Total Group Cost	
		Meals:	200	1,600.00
	• District	Lodging:	88	704.00
	• Commercial: Alaska	Ground Transportation:	65	520.00
		Airfare:	500	4,000.00
		Registration & Other Expenses:	130	1,040.00
		Total Cost:	983.00	7,864.00
Total Amount that will be supported by student/family contribution:		\$200/kid		
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:		TBD by Parent's Group		
Total Substitute Teacher(s) Days and Total Cost for Substitute Teacher(s): <small>Sub Cal Approved</small>		1 sub for 3 days 160 x3= 480		