

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:	San Mateo High	Field Trip Type:	Out-of-State Overnight For day trips, please check with your school.	
Class/Group/Club Participating:	Bands and Orchestra			
Field Trip Event:	Instrumental Music Tour			
Person Requesting:	A. Tribuzi	Number of School Days Missed:	0	
Date & Time of Departure & Return:	04/05/2020 8:45am	04/10/2020 4:53 am	Number of Overnight Stays:	5
Location:	Honolulu, Hawaii			
Total Number of Students Participating:	Male: ⁶⁰ Female: ⁵⁴ Other: ⁰	Is a registered nurse included; if not, what medical provisions?	No Leahi Hospital https://leahi.hhsc.org/ and Waikiki Health https://waikikihc.org	
Total Number of Certificated Supervisors and Names:	Attilio Tribuzi <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:	14- see attached list			

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:	354 40,356.00
	• District	Lodging:	316 36,024.00
	• Commercial: _____	Ground Transportation:	353 40,242.00
	HA11M 4/5/20 10:15am HA541 4/10/20 8:55pm ----- UA 1175 4/5/20 8:45am UA 396 4/10/20 9:10pm	Airfare:	896 102,144.00
		Registration & Other Expenses:	381 43,434.00
		Total Cost:	2,300.00 262,200.00

Total Amount that will be supported by student/family contribution:	n/a
Total Amount that will be supported by district funds for students who lack sufficient resources:	n/a
Total Amount that will be supported by fund-raising and type of fund-raising activity & funding source:	n/a
Total Substitute Teacher(s) Days and Total Cost for Substitute Teacher(s):	0

Budget Codes to be used

[illegible]

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

Chaperone List

First Name	Last Name	M/F
Lisa	Brooks	F
Divine	Kobuchi	F
Grace	Liu	F
Melissa	Pedro	F
April	Pietsch	F
Jill Smetherman	Rehder	F
Karen	Toledo	F
Jenny	Yang	F
Chunqin (Karen)	Yang	F
Lawrence	Brooks	M
George	Elefante	M
Steven	Hetts	M
Alan	Lin	M
Brian	Pietsch	M
Attilio	Tribuzi	M

Airline Info

	FLIGHT	DEPART	ARRIVE
4/5/20	UA1175	SFO 8:45AM	HNL 11:18AM
	HA11M	SFO 10:15AM	HNL 1:00PM
4/10/20	HA54I	HNL 8:55PM	SFO 5:15AM
	UA396	HNL 9:00PM	SFO 4:53AM
