

APPLICATION FOR FIELD TRIP APPROVAL**Submit to Purchasing/Contracts Office at least 4 weeks before the field trip**

(ALL QUESTIONS MUST BE COMPLETED OR FORM WILL BE RETURNED)

SCHOOL: MHS DATE REQUEST SUBMITTED: 12/2/19

PERSON/CLASS/GROUP OR ORGANIZATION MAKING THE TRIP REQUEST: MHS Music Moore, Fagundes, Gilchrist

DATE OF FIELD TRIP: March 6th, 2019 DATE OF RETURN: March 6th, 2019

TIME OF DEPARTURE: 7am PERIODS (Circle): 1 2 3 4 5 6 7 All Day TIME OF RETURN: 7pm

DESTINATION (include address): San Joaquin Delta College 5151 Pacific Ave Stockton CA 95207

DISTANCE FROM SCHOOL SITE (one way): 73 miles

TOTAL NUMBER OF PARTICIPANTS: 100 NUMBER OF STUDENTS: 155 NUMBER OF ADULTS: 5

IF OVERNIGHT FIELD TRIP, STATE ACCOMMODATION: _____

MODE OF TRANSPORTATION (check one): Chartered Bus ☒ Private Vehicles ☐ Public Bus ☐ District Bus ☐ Walking ☐IF USING A CHARTERED BUS, IDENTIFY COMPANY: West Valley TrailwaysBUS INSURANCE VERIFIED BY ACCOUNT TECH III ☐ _____ (initial)

IF PRIVATE VEHICLES USED, IDENTIFY DRIVERS: _____

All drivers must complete OP-31 with required documents (see pg 2 of field trip procedure for requirements).It is the responsibility of the site administrator to make sure car insurance is current; otherwise, driver will not be allowed to drive.Check box and initial after verification: ☐ _____ (Principal's initial) ☐ _____ (Purchasing/Contracts initial)PURPOSE OF TRIP (Explain how trip relates to curriculum): Performance by Band/Orchestra
Students at Delta College to receive adjudication and
feedback.COST ANALYSIS: Transportation Cost: \$ 4800 Other Fees: \$ 0 Total Cost: \$ 4800

HOW WILL THIS BE PAID?

| CHARGE TO ACCOUNT: | FD | RES | Y | OBJ | SOBJ | GOAL | FUNC | CCTR | SCH | MGMT |
|--------------------|-----|------|---|------|------|------|------|--------|-----|------|
| | 010 | 0000 | 0 | 5807 | 00 | 1110 | 1000 | 010602 | 041 | 0000 |

REQUISITION # 201677 (attached) or other explanation of how fees will be paid: Bill overages to (i.e. ASB, PTA, students)REQUESTOR'S SIGNATURE: [Signature] "MHS Music Boosters"PRINCIPAL'S SIGNATURE: [Signature] (✓) Approved () Not approved**Only use this section if needed:**

★ If a contract is required for this field trip, forward the contract with this form to the Purchasing/Contracts Office at least four (4) weeks before the trip. Date sent to Purchasing/Contracts _____

Assistant Superintendent, Business Services signature (or designee): _____

★ If this is an overnight field trip, 50 miles away from the school, or a trip to San Francisco, School Board approval is required. To be included in the Board's agenda, complete paperwork must be verified by Purchasing/Contracts Office.

() Board Approved () Board Denied Superintendent Signature (or designee) _____

DISTRIBUTION AFTER APPROVAL: WHITE: Purchasing/Contracts YELLOW: School Site PINK: Teacher

REVISED MAR 2012 bll

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APPLICATION FOR FIELD TRIP APPROVAL**Submit to Purchasing/Contracts Office at least 4 weeks before the field trip**

(ALL QUESTIONS MUST BE COMPLETED OR FORM WILL BE RETURNED)

SCHOOL: MHS DATE REQUEST SUBMITTED: 12/2/19

PERSON/CLASS/GROUP OR ORGANIZATION MAKING THE TRIP REQUEST: MHS Music Moore, Fagundes, Gilchrist

DATE OF FIELD TRIP: 3/21/19 DATE OF RETURN: 3/21/19

TIME OF DEPARTURE: 9am PERIODS (Circle): 1 2 3 4 5 6 7 All Day 9pm TIME OF RETURN: 9pm

DESTINATION (include address): Fresno State University 5241 N Maple Ave, Fresno, CA 93740

DISTANCE FROM SCHOOL SITE (one way): 163 miles

TOTAL NUMBER OF PARTICIPANTS: 130 NUMBER OF STUDENTS: 125 NUMBER OF ADULTS: 5

IF OVERNIGHT FIELD TRIP, STATE ACCOMMODATION: _____

MODE OF TRANSPORTATION (check one): Chartered Bus ☒ Private Vehicles ☐ Public Bus ☐ District Bus ☐ Walking ☐

IF USING A CHARTERED BUS, IDENTIFY COMPANY: West Valley Trailways

BUS INSURANCE VERIFIED BY ACCOUNT TECH III ☐ _____ (initial)

IF PRIVATE VEHICLES USED, IDENTIFY DRIVERS: _____

All drivers must complete OP-81 with required documents (see pg 2 of field trip procedure for requirements).

It is the responsibility of the site administrator to make sure car insurance is current; otherwise, driver will not be allowed to drive.

Check box and initial after verification: ☐ _____ (Principal's initial) ☐ _____ (Purchasing/Contracts initial)

PURPOSE OF TRIP (Explain how trip relates to curriculum): Band performances at Fresno State Invitational Festival for adjudication, feedback, and coaching

COST ANALYSIS: Transportation Cost: \$ 6600 Other Fees: \$ 0 Total Cost: \$ 6600

HOW WILL THIS BE PAID?

| CHARGE TO ACCOUNT: | FD | RES | Y | OBJ | SOBJ | GOAL | FUNC | CCTR | SCH | MGMT |
|--------------------|-----|------|---|------|------|------|------|--------|-----|------|
| | 010 | 0000 | 0 | 5807 | 00 | 1110 | 1000 | 010602 | 041 | 0000 |

REQUISITION # 201675 (attached) or other explanation of how fees will be paid: Bill averages to "MHS Music Boosters" (i.e. ASB, PTA, students)

REQUESTOR'S SIGNATURE: _____

PRINCIPAL'S SIGNATURE: _____

(☒) Approved () Not approved

Only use this section if needed:

★ If a contract is required for this field trip, forward the contract with this form to the Purchasing/Contracts Office at least four (4) weeks before the trip. Date sent to Purchasing/Contracts _____

Assistant Superintendent, Business Services signature (or designee): _____

★ If this is an overnight field trip, 50 miles away from the school, or a trip to San Francisco, School Board approval is required. To be included in the Board's agenda, complete paperwork must be verified by Purchasing/Contracts Office.

() Board Approved () Board Denied Superintendent Signature (or designee) _____

DISTRIBUTION AFTER APPROVAL:

WHITE: Purchasing/Contracts

YELLOW: School Site

PINK: Teacher

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APPLICATION FOR FIELD TRIP APPROVAL**Submit to Purchasing/Contracts Office at least 4 weeks before the field trip**

(ALL QUESTIONS MUST BE COMPLETED OR FORM WILL BE RETURNED)

SCHOOL: MHS DATE REQUEST SUBMITTED: 12/2/19

PERSON/CLASS/GROUP OR ORGANIZATION MAKING THE TRIP REQUEST: MHS Music Moore, Fagundes, Gilchrist

DATE OF FIELD TRIP: 3/11/19 DATE OF RETURN: 3/11/19

TIME OF DEPARTURE: 10am PERIODS (Circle): 1 (2 3 4 5 6 7) All Day TIME OF RETURN: 9pm

DESTINATION (include address): Sonoma State University 1801 E Cotati Ave Rohnert Park CA 94928

DISTANCE FROM SCHOOL SITE (one way): 96 miles

TOTAL NUMBER OF PARTICIPANTS: 110 NUMBER OF STUDENTS: 105 NUMBER OF ADULTS: 5

IF OVERNIGHT FIELD TRIP, STATE ACCOMMODATION: _____

MODE OF TRANSPORTATION (check one): Chartered Bus ☒ Private Vehicles ☐ Public Bus ☐ District Bus ☐ Walking ☐

IF USING A CHARTERED BUS, IDENTIFY COMPANY: West Valley Trailways

BUS INSURANCE VERIFIED BY ACCOUNT TECH III ☐ _____ (initial)

IF PRIVATE VEHICLES USED, IDENTIFY DRIVERS: _____

All drivers must complete OP-81 with required documents (see pg 2 of field trip procedure for requirements).

It is the responsibility of the site administrator to make sure car insurance is current; otherwise, driver will not be allowed to drive.

Check box and initial after verification: ☐ _____ (Principal's initial) ☐ _____ (Purchasing/Contracts initial)

PURPOSE OF TRIP (Explain how trip relates to curriculum): Performance by Band / Orchestra students at Sonoma State University for adjudication and feedback

COST ANALYSIS: Transportation Cost: \$ 3160 Other Fees: \$ 0 Total Cost: \$ 3160

HOW WILL THIS BE PAID?

| CHARGE TO ACCOUNT: | FD | RES | Y | OBJ | SOBJ | GOAL | FUNC | CCTR | SCH | MGMT |
|--------------------|-----|------|---|------|------|------|------|--------|-----|------|
| | 010 | 0000 | 0 | 5807 | 00 | 1110 | 1000 | 010602 | 041 | 0000 |

REQUISITION # 201676 (attached) or other explanation of how fees will be paid: Bill overages to "MHS Music Boosters" (i.e. ASB, PTA, students)

REQUESTOR'S SIGNATURE: _____

PRINCIPAL'S SIGNATURE: _____

(☒) Approved () Not approved

Only use this section if needed:

★ If a contract is required for this field trip, forward the contract with this form to the Purchasing/Contracts Office at least four (4) weeks before the trip. Date sent to Purchasing/Contracts _____

Assistant Superintendent, Business Services signature (or designee): _____

★ If this is an overnight field trip, 50 miles away from the school, or a trip to San Francisco, School Board approval is required. To be included in the Board's agenda, complete paperwork must be verified by Purchasing/Contracts Office.

() Board Approved () Board Denied Superintendent Signature (or designee) _____

DISTRIBUTION AFTER APPROVAL:

WHITE: Purchasing/Contracts

YELLOW: School Site

PINK: Teacher

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SHIPPED JAN 17 2020

APPLICATION FOR FIELD TRIP APPROVAL**Submit to Purchasing/Contracts Office at least 4 weeks before the field trip**

(ALL QUESTIONS MUST BE COMPLETED OR FORM WILL BE RETURNED)

SCHOOL: Curtner DATE REQUEST SUBMITTED: 12/16/19
 PERSON/CLASS/GROUP OR ORGANIZATION MAKING THE TRIP REQUEST: Jinky Bitanga
 DATE OF FIELD TRIP: 3/3/20 DATE OF RETURN: 3/3/20
 TIME OF DEPARTURE: 845am PERIODS (Circle): 1 2 3 4 5 6 7 All Day TIME OF RETURN: 215 pm
 DESTINATION (include address): Cal Academy 55 Music Concourse Dr. SF 94118
 DISTANCE FROM SCHOOL SITE (one way): 48 miles
 TOTAL NUMBER OF PARTICIPANTS: 120 NUMBER OF STUDENTS: 96 NUMBER OF ADULTS: 24
 IF OVERNIGHT FIELD TRIP, STATE ACCOMMODATION: n/a

MODE OF TRANSPORTATION (check one): Chartered Bus ☒ Private Vehicles ☐ Public Bus ☐ District Bus ☐ Walking ☐

IF USING A CHARTERED BUS, IDENTIFY COMPANY: First student

BUS INSURANCE VERIFIED BY ACCOUNT TECH III ☐ BF (initial)

IF PRIVATE VEHICLES USED, IDENTIFY DRIVERS: n/a

All drivers must complete OP-81 with required documents (see pg 2 of field trip procedure for requirements).

It is the responsibility of the site administrator to make sure car insurance is current; otherwise, driver will not be allowed to drive.

Check box and initial after verification: ☐ _____ (Principal's initial) ☐ _____ (Purchasing/Contracts initial)

PURPOSE OF TRIP (Explain how trip relates to curriculum): Reinforces our Rainforest Unit for SEAL by going to the Rainforest Exhibit. (Life Science Standard)

COST ANALYSIS: Transportation Cost: \$ 1214.88 Other Fees: \$ 1350.00 Total Cost: \$ 2564.88
entrance fee

HOW WILL THIS BE PAID? PTA

CHARGE TO ACCOUNT:

| FD | RES | Y | OBJ | SOBJ | GOAL | FUNC | CCTR | SCH | MGMT |
|----|-----|---|-----|------|------|------|------|-----|------|
| | | | | | | | | | 0000 |

REQUISITION # _____ (attached) or other explanation of how fees will be paid: PTA (i.e. ASB, PTA, students)

REQUESTOR'S SIGNATURE: [Signature]

PRINCIPAL'S SIGNATURE: [Signature] () Approved () Not approved

Only use this section if needed:

★ If a contract is required for this field trip, forward the contract with this form to the Purchasing/Contracts Office at least four (4) weeks before the trip. Date sent to Purchasing/Contracts _____

Assistant Superintendent, Business Services signature (or designee): _____

★ If this is an overnight field trip, 50 miles away from the school, or a trip to San Francisco, School Board approval is required. To be included in the Board's agenda, complete paperwork must be verified by Purchasing/Contracts Office.

() Board Approved () Board Denied Superintendent Signature (or designee) _____

NOTE: MUST USE
NCR FORM

MILPITAS UNIFIED SCHOOL DISTRICT

OP-40 rev. March 2012

APPLICATION FOR FIELD TRIP APPROVAL

(Submit to Purchasing/Contracts Office at least 4 weeks before the field trip)

(ALL QUESTIONS MUST BE COMPLETED OR FORM WILL BE RETURNED)

SCHOOL Rancho Milpitas Middle DATE REQUEST SUBMITTED December 2, 2019

PERSON/CLASS/GROUP OR ORGANIZATION MAKING THE TRIP REQUEST Rancho Sidiq

DATE OF FIELD TRIP February 22, 2020 DATE OF RETURN February 22, 2020

TIME OF DEPARTURE 4:30 am PERIODS (Circle appropriate area(s): 1 2 3 4 5 6 7 All Day)

DESTINATION (include address) Ukiah High School, 1000 Low Gap Rd. Ukiah, CA 95482

* DISTANCE FROM SCHOOL SITE (one way) 153 miles

TOTAL NUMBER OF PARTICIPANTS 33 NUMBER OF STUDENTS 30 NUMBER OF ADULTS 3

IF OVERNIGHT FIELD TRIP, STATE ACCOMMODATION _____

* MODE OF TRANSPORTATION (check one): * Chartered Bus ☒ Private Vehicles ☐ Public Bus ☐ Walking ☐

IF USING A CHARTERED BUS, IDENTIFY COMPANY San Jose Charter

BUS INSURANCE VERIFIED BY BUSINESS SERVICES ☐ _____ (initial)

IF PRIVATE VEHICLES, IDENTIFY DRIVERS _____

All drivers must complete OP-81 with required documents (see pg 2 of field trip process for requirements).

It is the responsibility of the site administrator to make sure car insurance is current, otherwise, driver will not be allowed to drive.

Check box and initial after verification: ☐ _____ (Principal's initial) ☐ _____ (Business Services initial)

PURPOSE OF TRIP (Explain how trip relates to curriculum) Rancho Sidiq Competition

COST ANALYSIS: Transportation Cost: \$ 2350.00 Other Fees: \$ 200.00 Total Cost: \$ 2500.00

HOW WILL THIS BE PAID?

| CHARGE TO | FD | RES | Y | OBJ | SOBJ | GOAL | FUNC | CCTR | SCH | MGMT |
|-----------|------------|-------------|----------|-------------|-----------|-------------|-------------|---------------|------------|-------------|
| ACCOUNT: | <u>010</u> | <u>0000</u> | <u>0</u> | <u>5807</u> | <u>00</u> | <u>1110</u> | <u>1000</u> | <u>010703</u> | <u>031</u> | <u>0000</u> |

REQUISITION # 201132 (attached) or other explanation of how fees will be paid: _____ (i.e. ASB, PTA, students)

REQUESTOR'S SIGNATURE: [Signature]

PRINCIPAL'S SIGNATURE: [Signature] (☒) Approved (☐) Not approved

Only use this section if needed:

★ If a contract is required for this field trip, forward the contract with this form to the Purchasing/Contracts Office at the District at least four (4) weeks before the trip. Date sent to Purchasing/Contracts _____

Assistant Superintendent, Business Services signature (or designee): _____

★ If this is an overnight field trip, 50 miles away from the school, or a trip to San Francisco, School Board approval is required. To be included in the Board's agenda, complete paperwork must be verified by Purchasing/Contracts Office.

(☐) Board Approved (☐) Approval Denied Superintendent Signature (or designee) _____