



## Field Trip Request

(Overnight and/or Out-of-State/Foreign Field Trips must be approved by the Board)

Instructor/Advisor/Coach: Mark Cowherd # of Students: 5

School: Piedmont High School Grade/Class: 9-11; JSA

Destination: Santa Clara Marriott Depart Date: 11/15/2015 Return Date: 11/15/2015  
 Depart Time: 8:00am Return Time: 2:00pm

Describe the objectives of the proposed activity and how they relate to the course/grade/program  
 Students will attend the Fall State JSA Convention at the Santa Clara Marriott.

Transportation: ☒ Private Vehicle(s) ☐ Rental Vehicle(s) ☐ Bus(es) ☐ Walking ☐ Flight

### Cost:

☐ Substitute Coverage Needed (Teachers ... please use AESOP to record absence after approval)

Estimated Cost: \$ 175 per person Funding Source: Parent Donations  
 Transportation/Lodging/Meals

### Additional Information Needed Once Approved:

- ☐ PUSD Field Trip: Permission/Waiver/Accident Form (for each student)
- ☐ PUSD Field Trip: Itinerary Form
- ☐ PUSD Field Trip: Personal Vehicle Use Form (if using private vehicle(s) - for each driver)
- ☐ PUSD Field Trip: Staff Notification and Student Roster Form
- ☐ PUSD Field Trip: Out-of-state/Foreign Travel Agreement (only if traveling out-of-state)
- ☐ PUSD Field Trip: Medical Information Form (for each student needing medication)
- ☐ PUSD Volunteer Clearance Form (for each adult volunteer)

### Approval:

*Mark Cowherd*  
 Principal

Governing Board (Overnight/Out-of State only)

10-14-15  
 Date

Date