



## Field Trip Request

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

Instructor/Advisor/Coach: Ken Brown/Sati Shah # of Students: 10  
School: Millennium High School Grade/Class: 9-12 grade  
Destination: Camp Harmon Depart Date: 11/11/2015 Return Date: 11/14/2015  
Depart Time: 8am Return Time: 4pm

Describe the objectives of the proposed activity and how they relate to the course/grade/program  
MHS will send a delegation of 10 students to Camp Everytown. This is a social-emotional learning and leadership program hosted by Silicon Valley Faces that focuses on understanding differences and building empathy skills.

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

### Cost:

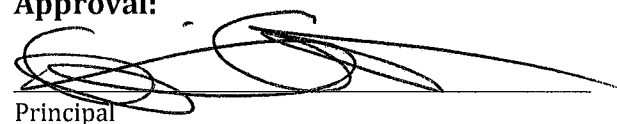
☒ Substitute Coverage Needed (Teachers ... please use AESOP to record absence after approval)

Estimated Cost: \$ 3000 Funding Source: Family donations, MHS P.C.  
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:

  
Principal

10/22/15  
Date

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Governing Board (Overnight/Out-of State only)

\_\_\_\_\_  
Date