



# Field Trip Request

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

Instructor/Advisor/Coach: Rosie Reid # of Students: 34

School: Piedmont High School Grade/Class: Grades 9-11

Destination: Camp Everytown Depart Date: 11/11/15 Return Date: 11/14/15  
Depart Time: 1:30 Return Time: 3:30

Describe the objectives of the proposed activity and how they relate to the course/grade/program  
Camp Everytown is a leadership training program which helps students understand issues of  
diversity, prejudice, and perspective. Students and staff form close bonds as they share their  
own experiences and consider what they can do to improve school culture upon their return.

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: \$ 12,000 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:

Principal  
10/23/15  
Date

\_\_\_\_\_  
Governing Board (Overnight/Out-of State only)  
\_\_\_\_\_  
Date