



Field Trip Request

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

Instructor/Advisor/Coach: Sara Plowman # of Students: 8-10

School: Piedmont High School Grade/Class: 9-12 Home Base

Destination: Anthony Chabot Reg Park Depart Date: 4/20/16 Return Date: 4/22/16
Depart Time: 9:00am Return Time: 3:00pm

Describe the objectives of the proposed activity and how they relate to the course/grade/program
Annual Home Base class camping trip. HB Biology curriculum will be implemented. Other
objectives: class bonding, skill building, and for our students to work on independence and
gain an appreciation for outdoors.

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: \$ 500.00 Funding Source: Grant Money
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

[Signature]
3.10.16

Date

Governing Board (Overnight/Out-of State only)

Date