



# Field Trip Request

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

Instructor/Advisor/Coach: Vic Acuna/Bryan Gardere # of Students: 14

School: Piedmont Grade/Class: 9-12

Destination: Arcada Depart Date: 2/27/16 Return Date: 2/28/16  
Depart Time: 8:00am Return Time: 3:00pm

Describe the objectives of the proposed activity and how they relate to the course/grade/program  
NCS women's Basketball Division 4 Playoffs-Round 2

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: \$ 1960 - Bus  
900 - Rooms  
510 - meals Funding Source: PHS Athletics  
Transportation/Lodging/Meals  
\$ 3370.00 \* Majority of Cost for Bus - NCS

### 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:

[Signature]  
Principal

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

2-26-16  
Date

\_\_\_\_\_  
Date



Echarter Bus, Inc.

eCharter  
 3000 Scott Blvd. STE 111  
 Santa Clara, CA 95054 US  
 (888) 999-5233  
 service@echarterbus.com  
 www.echarterbus.com

**BILL TO**  
 Vic Acuna  
 Director of Athletics  
 Piedmont High School  
 800 Magnolia Avenue  
 Piedmont, CA 94611

**INVOICE 5352****DATE 02/22/2016 TERMS Due on receipt****DUJ DATE 03/01/2016**

DATE	ACTIVITY	HOURS	RATE	AMOUNT
02/22/2016	Surcharge NOTE: Driver can not Work (on Duty) over 12 hours a day. Any hours after that will consider overtime which will cost \$75 per hour. This estimate does NOT include Driver's lounge , parking, entrance fee and Toll. Hotel will also need to be accommodating the coach bus.	1	0.00	0.00
02/22/2016	Discount 5% discount	1	-80.00	-80.00
02/27/2016	Trip A 24 passenger bus on Feb. 27,2016 to Feb. 28 2016 Day 1 (Feb. 27) Pick up time : 8:00am at Piedmont High School(800 Magnolia Avenue Piedmont CA 94611) Arrive Location: McKinleyville High School(1300 Murray Rd, McKinleyville, CA 95519) Time Activity : 1:30pm-3:30pm, Check In Time: 3:30pm Check into Hotel(Holiday Inn 3107 Concord Drive McKinnleyville CA.) 4:45 pm depart for Arcada High School. 10:00 back to Holiday Inn 3107 Concord Drive McKinnleyville CA  Day 2 (Feb. 28) Pick up time 10:00am at Holiday Inn 3107 Concord Drive McKinnleyville CA Arrival Time: 16:00 at Piedmont High School	1	1,800.00	1,800.00
02/27/2016	Gratuity GRATUITY PAID BY CLIENT ON INVOICES	1	240.00	240.00

Client Signature: \_\_\_\_\_