

SAN MARINO UNIFIED SCHOOL DISTRICT  
APPLICATION FOR APPROVAL TO CONDUCT  
MULTI-DAY OVERNIGHT AND/OR OUT-OF-STATE/COUNTRY FIELD TRIP  
(AT LEAST THREE TO SIX MONTHS BEFORE DEPARTURE DATE)

(Exceptions to timeline must be approved in advance by the Assistant Superintendent of Instructional Services)

To: Board of Education \_\_\_\_\_ Date: 1/22/2019

The undersigned for San Marino High School School hereby applies for approval to conduct a field trip to Clovis West High School. Date: 1/22/2019

<p>1. Inclusive dates of trip:</p> <p><b>NOT DURING TESTING</b></p> <p>( ) Itinerary attached _____ Principal's Initials</p>	<p>2. Purpose of trip: <b>CIF State Swim Meet</b></p> <p>( ) Paragraph attached describing educational value and specific activities students will be required to complete</p>
<p>3a. Membership of Group: <b>Swim Team</b></p> <p>(e.g., U.S. History class, choral group)</p>	<p>3b. Number of Students Attending: <u>Unknown</u></p> <p>Boys: _____ Girls: _____</p>
<p>4a. Cost of trip financed by:</p> <p>4b. Name of travel agency contracted for trip: (professional travel organization is required)</p> <p>4c. Cost per student: (no student will be excluded from a required trip due to a lack of funds.)</p> <p>( ) Attached student(s) name and verify funding source</p>	<p>4d. Describe fundraising activities, if any:</p> <p>Attachment(s), if any</p>
<p>5a. Name of certificated employee(s) in charge of trip: <b>Casey Holcomb / Mark Barr</b></p> <p>Responsible for coordinating fundraising, organization, and supervision while students are on SMUSD – sponsored trip</p>	<p>5b. Names of staff members who will provide supervision of students:</p>
<p>5c. Attach names of authorized chaperones on <b>FORM #1</b> (include relationship to students and/or school)</p>	<p>5d. Student/Chaperone ratio: (see attached <b>FORM #1</b>)</p>

This application, together with the necessary documents, must be sent to the Assistant Superintendent of Instructional Services at least three months in advance (unless an exception to timeline is granted).

The undersigned applying for approval of the field trip will ensure conformance with all requirements of San Marino Unified School District procedures for field trips out-of-state, to foreign countries and/or involving multiple days.

1/23/19

(Field Trip Coordinator's Signature) \_\_\_\_\_ (Date)

Endorsed with Approval: \_\_\_\_\_ (Date)

4-4-19

(Principal's Signature) \_\_\_\_\_ (Date)

(Assistant Superintendent of Instructional Services Signature) \_\_\_\_\_ (Date)

Endorsed with Approval \_\_\_\_\_

BOARD APPROVAL DATE: \_\_\_\_\_

**San Marino Unified School District**  
**MULTI-DAY OVERNIGHT AND/OR OUT-OF-STATE/COUNTRY FIELD TRIP**

Form #1

SCHOOL: San Marino HS SPONSORING GROUP: Swim Team

ACTIVITY: CIF State DATE(S): 5/9-5/11/19

DESTINATION: Clovis West High School

Please attach flyer or printed information pertaining to Study Trip.

Number of Students: Unknwn Attach list of student names and gender

**Submit 3 days before trip to appropriate Site Administrator**

Number of Chaperones: \_\_\_\_\_ List chaperones names below and indicate gender [M or F], attach pages as needed

For Retirees indicate date retired

Certificated District Chaperones	M	F	Training Completed
Casey Holcomb	x		yes

Classified District Chaperones	M	F	Training Completed
Mark Barr	x		Yes

Non-District Chaperones	M	F	Training Completed

**TRANSPORTATION**

**Commercial Carriers:** Yes or No: No

(Examples: bus, plane, ferry, taxi, shuttle) (All buses must be CHP approved as SPAB, verify with SMUSD Transportation Department)

**Private Vehicles:** *DMV Report & Insurance Verification. Attach copy of completed forms*

*and Parent/Guardian to sign Transportation Waiver Form for each student:* Yes \_\_\_ No \_\_\_

**FUNDING**

Individual Students: Yes X No \_\_\_

Donations: Yes x No \_\_\_

Fundraisers: Yes \_\_\_ or No x Name of Fundraiser \_\_\_\_\_

Others: School (Athletics) / Boosters

Chaperones expenses to be paid by: \_\_\_\_\_ Funding indicated above ☒ Individual Chaperones

**CHARGE OR BILL MANDATORY STUDENT TRIP LIABILITY INSURANCE TO:**

District Office staff in accordance with Board of Education Policy 3541.1(c) will obtain liability/insurance coverage.

In State \_\_\_\_\_ Out of State \_\_\_\_\_ Out of Country \_\_\_\_\_

Others: \_\_\_\_\_

**When submitting field trip invoices for payment (includes deposits) attach a copy of this form and board item.**

Please submit all approved paperwork at least 3 weeks prior to Board Date.

Please route (1) copy of this form to Human Resources Dept.  
 Submit to Assistant Superintendent of Instructional Services



Eve Estrada <eeestrada@smusd.us>

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## CIF State Swim Meet

1 message

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**Casey Holcomb** <cholcomb@smusd.us>  
To: Eve Estrada <eeestrada@smusd.us>

Mon, Feb 4, 2019 at 9:57 AM

CIF State swim meet is the May 10 & 11 in Clovis, California, details regarding the trip are not known at the present time. Swimmers qualify during the CIF Divisional swim meet, May 3rd & 4th. As soon as swimmer details are known I will send in an updated list.

Casey Holcomb  
Boys Swim Coach

## Conflict of Interest Disclosure Form

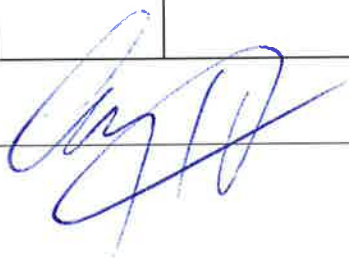
Each Principal, ASB Advisor or Sponsoring or participating in a tour or trip paid by students is required to complete this form.

Field Trip and Date: CIF State, 5/9-5/11/19  
Name: Casey Holcomb  
Position: Coach  
Location: San Marino HS

Indicate below whether you or a member of your family is currently receiving (or has received during the last five year) any gratuity, commission, rebate, or thing of value from any travel agency or travel promoter involved or associated with the trip. Airfare, hotel accommodations, etc., provided in return for chaperoning should be listed and would be considered reasonable and acceptable.

Self	Relative	Company Name	Type of Gratuity	Value of Gratuity	Year of Gratuity
No	No				

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



Date: 1-23-19

SAN MARINO UNIFIED SCHOOL DISTRICT  
STATEMENT OF ACKNOWLEDGMENT AND CONSENT TO CONDITIONS OF TRIP  
(Employee Chaperone of the San Marino Unified School District)

I, Casey Holcomb, am an Employee of the San Marino Unified School District  
(Name of Employee)

assigned to San Marino High School, a public school operated by  
(Name of School)  
the San Marino Unified School District.

I understand that a group identified as Swim Team  
(School Function)

at the following school(s): \_\_\_\_\_

will participate in a field trip to Clovis West High School

and that I have been asked to accompany these students on their trip during the period from

5/9/19 to 5/11/19

I agree to donate as much of my time beyond my normal workday as may be required while on the field trip. I understand that I will suffer no loss of pay by reason of participating in the field trip. I further understand that, except as set forth above, I may receive no additional compensation for any such time or services donated by me, or for any other reason, in connection with the trip.

I am aware of the provisions of Education Code Section 35330, which states in part that "... All persons making the field trip or excursion shall be deemed to have waived all claims against the district or the State of California for injury, accident, illness, or death occurring during, or by reason of, the field trip or excursion..."

My acknowledgment of the foregoing paragraph is subject to the provision that I retain any and all of my employment rights including, but not limited to, District liability insurance, workers compensation insurance, and District health insurance.

I acknowledge that I have received Chaperone Guidelines and agree to comply with them.

I acknowledge that I have completed the online training and agree to comply with all state, federal laws, and District policies and regulations.

I have read and understand the foregoing statement and sign it below voluntarily.

Executed in the City of San Marino, County of Los Angeles, State of California, on

1/23/19  
(Date and Year)

[Signature]  
(Signature)

CASEY HOLCOMB  
(Print or Type Name)

CASEY HOLCOMB

SAN MARINO UNIFIED SCHOOL DISTRICT  
STATEMENT OF ACKNOWLEDGMENT AND CONSENT TO CONDITIONS OF TRIP  
(Employee Chaperone of the San Marino Unified School District)

I, Mark Barr, am an Employee of the San Marino Unified School District  
(Name of Employee)

assigned to San Marino High School, a public school operated by  
(Name of School)  
the San Marino Unified School District.

I understand that a group identified as Swim Team  
(School Function)

at the following school(s): \_\_\_\_\_

will participate in a field trip to Clovis West High School.

and that I have been asked to accompany these students on their trip during the period from

5/9/19 to 5/11/19.

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My acknowledgment of the foregoing paragraph is subject to the provision that I retain any and all of my employment rights including, but not limited to, District liability insurance, workers compensation insurance, and District health insurance.

I acknowledge that I have received Chaperone Guidelines and agree to comply with them.

I acknowledge that I have completed the online training and agree to comply with all state, federal laws, and District policies and regulations.

I have read and understand the foregoing statement and sign it below voluntarily.

Executed in the City of San Marino, County of Los Angeles, State of California, on

5/23/19  
(Date and Year)

[Signature]  
(Signature)

MARK BARR  
(Print or Type Name)

**San Marino Unified School District**  
**FIELD TRIP COORDINATOR'S CHECKLIST**  
**FOR MULTI-DAY OUT OF COUNTRY FIELD TRIPS**

School: San Marino HS Dates of Trip: 5/9-5/11/19

Trip Destination: Clovis West HS

**To be completed by field trip coordinator in charge of the field trip**

Date Completed	Initials	<b>SIX MONTHS PRIOR TO TRIP</b>  <b>Exceptions to timeline must be approved in advance by the Assistant Superintendent of Instructional Services.</b>
		1. Secure Principal's tentative approval to conduct field trip (and approval to conduct fundraising, if applicable). <b>Send form Application for Approval to Conduct Multi-Day Out of Country Field Trip</b> to the site administrator in charge of field trips.
		2. Review procedure for fundraising and develop plan to include: a) description of fundraising activities, b) plans to assist students who are unable to pay their own expenses, c) a written statement that no student will be excluded from a required trip due to lack of funds, and d) that funds will be returned to the school if not used for the trip.
		3. Select the travel agency to be used (if appropriate). Have travel agency complete "Compliance Form for Sellers of Educational Travel" and forward to the site administrator in charge of field trips.
		4. Obtain and submit copy of itinerary. This itinerary shall include: a) dates ( <b>not during testing</b> ), b) locations (city, state, country) and c) accommodations. <b>Attach itinerary</b>
		5. Arrange for chaperones, if appropriate. Provide chaperones with guidelines to complete Volunteer Application and the on-line training module no later than, date _____. Ensure chaperones have completed chaperone training and agree to comply with all states and District laws, rules, and regulations. Provide list to Principal and secure his/her approval.
		6. If academic competition is involved, submit to Principal for approval: a) written criteria and guidelines used to select participants in academic competitions, and b) copies of written communications used to inform parents and students of the academic competition and of the governing guidelines.
		7. Send home request for parental approval of student participation. If parent does not sign, student cannot go.
		8. Verify insurance coverage to provide personal medical insurance for participating students where required.
		9. Secure trip cancellation insurance from travel agency where required.

		10. Notify parents of other insurance coverage available as an option.
		11. Provide written evidence of financial ability to cover travel and living expenses for all participants while outside of San Marino.
		12. Verify that permission forms and waivers are returned for all students participating on a field trip. Verify alternate arrangements at school for those students not participating.

<b>Date Completed</b>	<b>Initials</b>	<b>TWO MONTHS PRIOR TO FIELD TRIP</b>  <b>Exceptions to timeline must be approved in advance by the Assistant Superintendent of Instructional Services.</b>
		13. Field trip coordinator develops orientation plan for students, parents, and chaperones.

<b>Date Completed</b>	<b>Initials</b>	<b>THREE WEEKS PRIOR TO FIELD TRIP</b>  <b>Exceptions to timeline must be approved in advance by the Assistant Superintendent of Instructional Services.</b>
		14. Arrange for participating students to be excused from other classes.
		15. Arrange for first-aid kit and/or snake-bite kit, and ensure they are taken on trip.

<b>Date Completed</b>	<b>Initials</b>	<b>ONE WEEK PRIOR TO FIELD TRIP</b>  <b>Exceptions to timeline must be approved in advance by the Assistant Superintendent of Instructional Services.</b>
		16. Report to principal's designee the names of all persons ( <b>adults and students</b> ) who will actually go on the trip. Provide list of students to verify those actually participating prior to departure.
		17. File this form with other required papers in school office. (Records must be kept for three years.)



**San Marino Unified School District**  
**FIELD TRIP COORDINATOR'S CHECKLIST**  
**FOR MULTI-DAY OUT OF STATE FIELD TRIPS**

School: San Marino HS

Dates of Trip: 5/9-5/20/19

Trip Destination: Clovis West HS

To be completed by field trip coordinator in charge of the field trip

Date Completed	Initials	<b>THREE MONTHS PRIOR TO TRIP</b>  <b>Exceptions to timeline must be approved in advance by the Assistant Superintendent of Instructional Services.</b>
		1. Secure principal's tentative approval to conduct field trip (and approval to conduct fundraising, if applicable). <b>Send form Application for Approval to Conduct Multi-Day and/or Out-of State</b> to the site administrator in charge of field trips.
		2. Review procedure for fundraising and develop plan to include: a) description of fundraising activities, b) plans to assist students who are unable to pay their own expenses, c) a written statement that no student will be excluded from a required trip due to lack of funds, and d) that funds will be returned to the school if not used for the trip.
		3. Select the travel agency to be used (if appropriate). Have travel agency complete "Compliant Form for Sellers of Educational Travel" and forward to the site administrator in charge of field trips.
		4. Obtain and submit copy of itinerary. This itinerary shall include a) dates ( <b>not during testing</b> ), b) locations (city, state, country) and c) accommodations. <b>Attach itinerary</b>
		5. Arrange for chaperones, if appropriate. Provide chaperones with guidelines to complete Volunteer Application and on-line training module no later than, date _____. Ensure chaperones have completed chaperone training and agree to comply with all states and District laws, rules, and regulations. Provide list to Principal and secure his/her approval.
		6. If academic competition is involved, submit to Principal for approval: a) Written criteria and guidelines used to select participants in academic competitions, and b) copies of written communications used to inform parents and students of the academic competition and of the governing guidelines.
		7. Send home request for parental approval of student participation. If parent does not sign student cannot go.
		8. Verify insurance coverage to provide personal medical insurance for participating students where required.
		9. Secure trip cancellation insurance from travel agency where required.
		10. Notify parents of other insurance coverage available as an option.

		11. Provide written evidence of financial ability to cover travel and living expenses for all participants while outside of San Marino.
		12. Verify that permission forms and waivers are returned for all students participating on a field trip. Verify alternate arrangements at school for those students not participating.

<b>Date Completed</b>	<b>Initials</b>	<b>THREE WEEKS PRIOR TO FIELD TRIP</b>  <b>Exceptions to timeline must be approved in advance by the Assistant Superintendent of Instructional Services.</b>
		13. Field trip coordinator develops orientation plan for students, parents, and chaperones.
		14. Arrange for participating students to be excused from other classes.
		15. Arrange for first-aid kit and/or snake-bite kit, and ensure they are taken on trip.

<b>Date Completed</b>	<b>Initials</b>	<b>ONE WEEK PRIOR TO FIELD TRIP</b>  <b>Exceptions to timeline must be approved in advance by the Assistant Superintendent of Instructional Services.</b>
		16. Report to principal's designee the names of all persons ( <b>adults and students</b> ) who will actually go on the trip. Provide list of students to verify those actually participating prior to departure.
		17. File this form with other required papers in school office. (Records must be kept for three years.)

**San Marino Unified School District**  
**PRINCIPAL'S CHECKLIST**  
**MULTI-DAY AND/OR OUT-OF-STATE/COUNTRY**  
**FIELD TRIPS**

<b>1. Approval for Field Trip:</b> I have reviewed the plan for the field trip to _____ on _____ (not during testing) and I give tentative approval for the students to participate.	_____ Principal's Initials	_____ Date
<b>2. Approval for Field Trip Fund-Raising:</b> I have reviewed the plan for fundraising for this field trip and give my approval for fundraising activities to begin.	_____ Principal's Initials	_____ Date
<b>3. Lack of Funds:</b> To help students in need of funds, the following actions are being taken:	_____ Principal's Initials	_____ Date
<b>4. Return of Funds:</b> Any funds not used for the trip will be returned in the following way:	_____ Principal's Initials	_____ Date
<b>5. Chaperones:</b> An approved list of chaperones is on file in the main office of the school. <b>(FORM #1)</b>	_____ Principal's Initials	_____ Date
<b>6. Academic Competition Trips Only:</b> I certify that written criteria, guidelines and other communication to parents and students related to the competition are on file in the main office of the school.	_____ Principal's Initials	_____ Date
<b>7. Insurance:</b> I certify that each and every student participating in the field trip has personal medical insurance and trip cancellation insurance, if applicable.	_____ Principal's Initials	_____ Date
<b>8. Travel and Living Expenses:</b> Provision has been made for coverage of all expenses while outside of San Marino. This includes airfare, ground transportation, hotels, tours, and meals. Written evidence of this coverage is on file in the main office of the school.	_____ Principal's Initials	_____ Date

<b>9. Contribution of Services:</b> Statement of Acknowledgment and Consent to Conditions of trip are on file at the following location at the school site:	   Principal's Initials	   Date
<b>10. Authorization for Student Participation:</b> For each and every student participating in the field trip there is a <i>Permission to Participate, Notification of Insurance, Waiver of Claims, and other Release Forms</i> on file in the main office of the school.  File title, if appropriate: _____	   Principal's Initials	   Date
<b>11. Forward</b> this completed form to the Assistant Superintendent of Instructional Services.	   Principal's Initials	   Date