

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: April 26

The undersigned for SMHS School hereby applies for approval to conduct a field trip to Chapman University Date: 7-24 to 7-27

<p>1. Inclusive dates of trip: <u>7-24 to 7-27</u></p> <p>NOT DURING TESTING</p> <p>() Itinerary attached _____ Principal's Initials</p>	<p>2. Purpose of trip:</p> <p>() Paragraph attached describing educational value and specific activities students will be required to complete</p>
<p>3a. Membership of Group: <u>ASB</u></p> <p>(e.g., U.S. History class, choral group)</p>	<p>3b. Number of Students Attending: <u>26</u></p> <p>Boys: <u>9</u> Girls: <u>17</u></p>
<p>4a. Cost of trip financed by: <u>Students</u></p> <p>4b. Name of travel agency contracted for trip: (professional travel organization is required)</p> <p><u>na</u></p> <p>4c. Cost per student: (no student will be excluded from a required trip due to a lack of funds.) <u>\$450.00</u></p> <p>() Attached student(s) name and verify funding source</p>	<p>4d. Describe fundraising activities, if any:</p> <p><u>none</u></p> <p>Attachment(s), if any _____</p>
<p>5a. Name of certificated employee(s) in charge of trip:</p> <p><u>Courtney Rushing/ Michelle Pauline</u></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><u>Courtney Rushing/ Michelle Pauline</u></p>
<p>5c. Attach names of authorized chaperones on FORM #1 (include relationship to students and/or school)</p>	<p>5d. Student/Chaperone ratio: (see attached FORM #1)</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.

Endorsed with Approval:

(Field Trip Coordinator's Signature)

(Date)

(Principal's Signature)

(Date)

(Assistant Superintendent of Instructional Services Signature)

(Date)

Endorsed with Approval:

BOARD APPROVAL DATE:

Form #1

ACTIVITY: Leadership Camp **DATE(S):** 7-24 to 7-27

Please attach flyer or printed information pertaining to Study Trip.

Number of Students: 26 Attach list of student names and gender

Number of Chaperones: 2 List chaperones names below and indicate gender [M or F], attach pages as needed

[illegible][illegible][illegible]





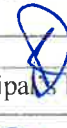



Commercial Carriers: Yes or No: no




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

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

United Records Management 8/2016

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

1. Approval for Field Trip: I have reviewed the plan for the field trip to <u>7-24</u> on <u>7-27</u> (not during testing) and I give tentative approval for the students to participate.	 Principal's Initials	<u>5/2/19</u> Date
2. Approval for Field Trip Fund-Raising: I have reviewed the plan for fundraising for this field trip and give my approval for fundraising activities to begin.	 Principal's Initials	<u>5/2/19</u> Date
3. Lack of Funds: To help students in need of funds, the following actions are being taken: ASb Will take care of students not able to pay	 Principal's Initials	<u>5/2/19</u> Date
4. Return of Funds: Any funds not used for the trip will be returned in the following way: n/a	 Principal's Initials	<u>5/2/19</u> Date
5. Chaperones: An approved list of chaperones is on file in the main office of the school. (FORM #1)	 Principal's Initials	<u>5/2/19</u> Date
6. Academic Competition Trips Only: 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	<u>5/2/19</u> Date
7. Insurance: 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	<u>5/2/19</u> Date
8. Travel and Living Expenses: 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	<u>5/2/19</u> Date

9. Contribution of Services: Statement of Acknowledgment and Consent to Conditions of trip are on file at the following location at the school site:	 Principal's Initials	<u>5/2/19</u> Date
10. Authorization for Student Participation: 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	<u>5/2/19</u> Date
11. Forward this completed form to the Assistant Superintendent of Instructional Services.	 Principal's Initials	<u>5/2/19</u> Date

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: ASB camp 7-24 to 7-27

Name: Michelle Pauline

Position: Advisor

Location: San Marino High School

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

Signature:



Date: 4/30/2019

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.

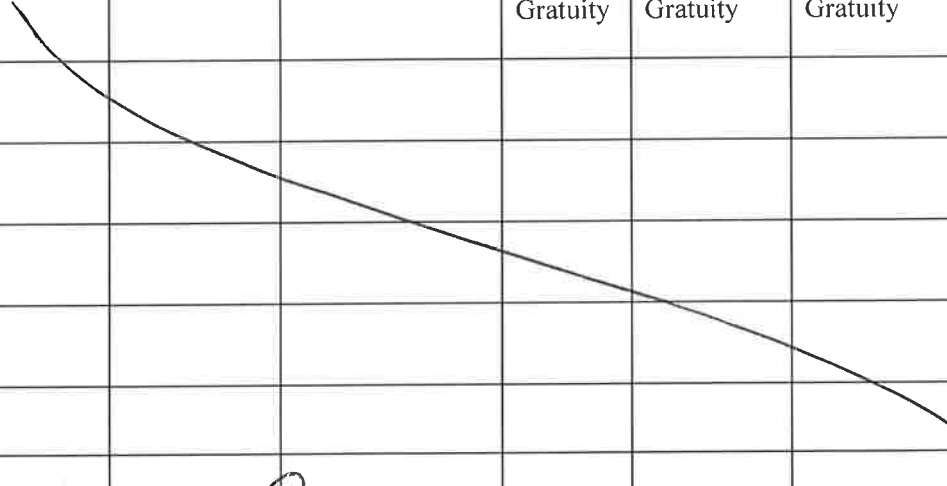
Field Trip and Date: ASB camp 7-24 to 7-27

Name: Courtney Rushing

Position: Advisor

Location: San Marino High School

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
					

Signature: 

Date: 4/30/2019

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

I, Michelle Pauline, am an Employee of the San Marino Unified School District
(Name of Employee)

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

I understand that a group identified as ASB
(School Function)

at the following school(s): SMHS

will participate in a field trip to ASB Camp

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

July 24 to July 27

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

4-26 2019

(Date and Year)

(Signature)

Michelle Pauline

(Print or Type Name)

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

I, Courtney Rushing, am an Employee of the San Marino Unified School District
(Name of Employee)

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

I understand that a group identified as ASB
(School Function)

at the following school(s): SMHS

will participate in a field trip to ASB Camp

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

July 24 to July 27

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

4-26 2019

(Date and Year)

Courtney Rushing

(Signature)

Courtney Rushing

(Print or Type Name)

This is a letter to get approval for ASB camp at Chapman University for July 24-July 27 2019.

The purpose of the ASB Camp is to properly prepare our ASB for the upcoming year. Our students get to interact with other ASB's in the area to learn about leadership and bond.

The camp is run by Leadership Inspirations. We attended the same camp last year and it was a success. The experience was beneficial to all who attended. We planned many of our activities, our calendar and our community project while at the camp.

If any student can not afford the camp, ASB will cover the charges for them.



Sample Schedule

Day 1:

11:00am-12:00pm: Registration
12:00pm-12:45pm: Lunch
1:00pm: Opening Session
1:45pm: Leadership Homeroom: Intro to Camp
2:30pm: School Session
4:45pm: All Camp Activity
5:45pm: Dinner
7:15pm: School Session
8:45pm: Leadership Homeroom: Networking
9:15pm: Dorm Social
10:00pm: Lights Out

Day 2:

7:00am: Breakfast
8:30am: School Session
11:30am: Lunch
1:15pm: Skill Sessions: Exec Board Session, Communication, Responsibility, Facilitation Tools, Diversity
3:45pm: Leadership Homeroom: Action Planning
5:00pm: Mixers
5:45pm: Dinner
7:00pm: School Session
9:15pm: Dorm Social
10:00pm: Lights Out

Day 3:

7:00am: Breakfast
8:30am: Ropes Course/School Sessions
11:30am: Lunch
1:00pm: Ropes Course/School Sessions
6:00pm: Dinner/Pool Party
9:00pm: Bonfire Buddies
10:00pm: Lights Out

Day 4:

7:00am: Breakfast
8:30am: School Session
10:00am: Closing Session
11:00am: Schools Depart