

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: 05/03/19

The undersigned for San Marino High School hereby applies for approval to conduct a field trip to YMCA Camp ELK Date: August 22-24, 2019

Dates subject to change


1. Inclusive dates of trip: <u>August 22-24, 2019</u> NOT DURING TESTING (✓) Itinerary attached <u>Principal's Initials</u>	2. Purpose of trip: <u>Concert Choir Retreat</u> (✓) Paragraph attached describing educational value and specific activities students will be required to complete
3a. Membership of Group: <u>SMHS Concert Choir</u> (e.g., U.S. History class, choral group)	3b. Number of Students Attending: <u>40</u> Boys: 15 Girls: 25
4a. Cost of trip financed by: <u>Choir Boosters</u> 4b. Name of travel agency contracted for trip: (professional travel organization is required) 4c. Cost per student: (no student will be excluded from a required trip due to a lack of funds.) <u>\$0</u> () Attached student(s) name and verify funding source	4d. Describe fundraising activities, if any: Concerts, concessions at concerts, ticket sales, program ads Attachment(s), if any
5a. Name of certificated employee(s) in charge of trip: <u>Tammi Alderman</u> Responsible for coordinating fundraising, organization, and supervision while students are on SMUSD – sponsored trip	5b. Names of staff members who will provide supervision of students: <u>Tammi Alderman</u>
5c. Attach names of authorized chaperones on FORM #1 (include relationship to students and/or school)	5d. Student/Chaperone ratio: (see attached FORM #1)

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.

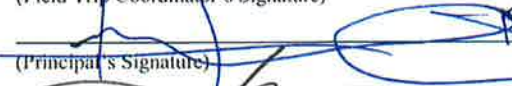
Endorsed with Approval:

Endorsed with Approval




 (Field Trip Coordinator's Signature)

05/03/19
 (Date)



 (Principal's Signature)

5/7/19
 (Date)



 (Assistant Superintendent of Instructional Services Signature)

5/7/19
 (Date)

BOARD APPROVAL DATE:

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

Form #1

SCHOOL: San Marino High School **SPONSORING GROUP:** Concert Choir
ACTIVITY: Concert Choir Retreat **DATE(S):** August 22-24, 2019

DESTINATION: YMCA Camp ELK; Wrightwood, CA

Please attach flyer or printed information pertaining to Study Trip.

Number of Students: 40 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
Tammi Alderman		X	Yes

Classified District Chaperones	M	F	Training Completed

Non-District Chaperones	M	F	Training Completed
TBD	X		
Jenny Jones		X	Yes

TRANSPORTATION

Commercial Carriers: Yes or No: School Bus

(Examples: bus, plane, ferry, taxi, shuttle) (All buses must be CHIP 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 _____ No _____

Donations: Yes X No _____

Fundraisers: Yes _____ or No _____ Name of Fundraiser _____

Others: _____

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 _____


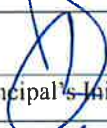


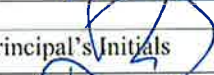

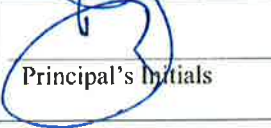

Others: _____




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

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 YMCA Camp Elk; Wrightwood, CA on <u>Aug. 22-24, 2019</u> (not during testing) and I give tentative approval for the students to participate.	 Principal's Initials	<u>5/7/19</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>5/7/19</u> Date
3. Lack of Funds: To help students in need of funds, the following actions are being taken: Retreat is paid from parent donations collected at the beginning of the school year.	 Principal's Initials	<u>5/7/19</u> Date
4. Return of Funds: Any funds not used for the trip will be returned in the following way:	 Principal's Initials	<u>5/7/19</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>5/7/19</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>5/7/19</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>5/7/19</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>5/7/19</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>5/7/19</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>5/7/19</u> Date
11. Forward this completed form to the Assistant Superintendent of Instructional Services.	 _____ Principal's Initials	<u>5/7/19</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: Concert Choir Retreat; August 22-24, 2019

Name: Tammi Alderman

Position: Vocal Music Teacher

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
None	None				

Signature: 

Date: 05/03/2019

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

I, Tammi Alderman, 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 SMHS Concert Choir
(School Function)
at the following school(s): San Marino High School

will participate in a field trip to YMCA Camp ELK; Wrightwood, CA

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

August 22, 2019 to August 24, 2019

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

05/03/2019
(Date and Year)

Tammi L Alderman
(Signature)

Tammi L Alderman
(Print or Type Name)

Itinerary

Concert Choir Retreat

August 22-24, 2019

Thursday, August 22

3:05 pm	Depart from the choir room to retreat
5:45 pm	Arrive at retreat – room assignment and settle in
6:00 pm	Dinner
7:00 pm	Group Rehearsal (Introduction of New Pieces/Tone & Technique)
8:30 pm	Team Building Activities (Skit Preparation)
10:30 pm	Back to your room – chaperones room check
11:00 pm	Lights out

Friday, August 23

8:00 am	Breakfast
9:00 am	Low Elements Challenge Course/Team Building
12:00 pm	Lunch
1:15 pm	Sectional Rehearsals
2:00 pm	Group Rehearsal (sectional pieces as a group)
3:45 pm	Rest/Nap/Quiet Time
5:15 pm	Group Skit Preparation
6:00 pm	Dinner
7:00 pm	Group Rehearsal (Putting it all together)
9:00 pm	Skit Performances
9:30 pm	Campfire/Bonding
11:30 pm	Back to your room – chaperone room check
12:00 pm	Lights Out

Saturday, August 24

8:00 am	Breakfast
8:45 am	Clean Up Cabins & Pack Up
9:30 am	Final Group Rehearsal (Winter Concert Music)
12:00 pm	Lunch (sing for camp staff)
1:00 pm	Goal Setting Session
2:30 pm	Load the bus and back to SMHS
4:30 pm-ish	Back to SMHS choir room

Purpose of Trip: SMHS Concert Choir Retreat

The Concert Choir is an intermediate/advanced ensemble who are expected individually and as a group to perform to their highest potential. It has been proven that groups of people who feel like a bonded team are more likely to have peak performances than those who do not. The purpose of a Concert Choir retreat is two-fold:

1. To spend focused and extended rehearsals building musicianship skills and learning the choral literature for this school year. Concert Choir performs literature that is considered advanced by most high school standards. Extended rehearsals in non-traditional rehearsal spaces give the ensemble the opportunity to learn and polish this repertoire before the fall festivals and community performances begin.
2. To spend time on team-building activities which will foster individual and group leadership skills. Concert Choir membership includes students from all grades at the high school. Many of these students do not know one another before becoming part of this ensemble. The activities on this retreat will be designed to help the students feel a sense of ownership for the ensemble as well as a sense of musical trust in their fellow ensemble members.

The retreat takes place at a camp in Wrightwood where trained challenge course facilitators lead the students through a full day of team-building activities. Many of the challenge course elements focus on group progress while others are intended to challenge individuals so that their peers can encourage and learn about their classmates.

Follow-up activities will occur throughout the year to reinforce the skills and camaraderie learned by the students on this retreat.