

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 Whittle (Fawnskin, CA) Date: October 24-26, 2019

<p>1. Inclusive dates of trip: <u>October 24-26, 2019</u></p> <p>NOT DURING TESTING</p> <p><input checked="" type="checkbox"/> Itinerary attached _____ Principal's Initials <u>[Signature]</u></p>	<p>2. Purpose of trip: <u>Chamber Choir Retreat</u></p> <p><input checked="" type="checkbox"/> Paragraph attached describing educational value and specific activities students will be required to complete</p>
<p>3a. Membership of Group: <u>SMHS Chamber Choir</u> (e.g., U.S. History class, choral group)</p>	<p>3b. Number of Students Attending: <u>32</u></p> <p>Boys: <u>16</u> Girls: <u>16</u></p>
<p>4a. Cost of trip financed by: <u>Choir Boosters</u></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.) <u>\$0</u></p> <p><input type="checkbox"/> Attached student(s) name and verify funding source</p>	<p>4d. Describe fundraising activities, if any:</p> <p style="text-align: center;"><u>Concerts, concessions at concerts, ticket sales, program ads</u></p> <p>Attachment(s), if any</p>
<p>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</p>	<p>5b. Names of staff members who will provide supervision of students: <u>Tammi Alderman</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.

	<u>05/03/19</u> (Date)
(Field Trip Coordinator's Signature)	
	<u>6/5/19</u> (Date)
(Principal's Signature)	
	<u>8/19/19</u> (Date)
(Assistant Superintendent of Instructional Services Signature)	

Endorsed with Approval _____

BOARD APPROVAL DATE: _____

[Signature]
6/5/19

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:** Chamber Choir

ACTIVITY: Chamber Choir Retreat **DATE(S):** October 24-26, 2019

DESTINATION: YMCA Camp Whittle; Fawnskin, CA

Please attach flyer or printed information pertaining to Study Trip.

Number of Students: 32 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			Training Completed
	M	F	
Tammi Alderman		X	Yes

Classified District Chaperones			Training Completed
	M	F	

Non-District Chaperones			Training Completed
	M	F	
Ben Stanton	X		
TBD		X	Yes

TRANSPORTATION

Commercial Carriers: Yes or No: School Bus
(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 ___ 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:

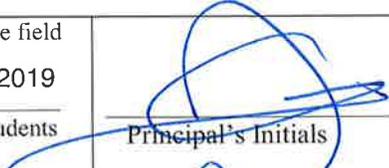
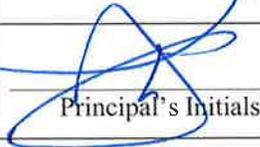
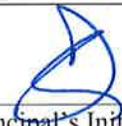
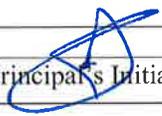
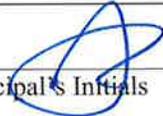
District Office staff in accordance with Board of Education Policy 3541.1(c) will obtain liability/insurance coverage.
 In State _____ Out of State _____ Out of Country _____

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

<p>1. Approval for Field Trip: I have reviewed the plan for the field trip to YMCA Camp Whittle; Fawnskin, CA on <u>Oct. 24-26, 2019</u> (not during testing) and I give tentative approval for the students to participate.</p>	 Principal's Initials	<u>6/5/19</u> Date
<p>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.</p>	 Principal's Initials	<u>6/5/19</u> Date
<p>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.</p>	 Principal's Initials	<u>6/5/19</u> Date
<p>4. Return of Funds: Any funds not used for the trip will be returned in the following way:</p>	 Principal's Initials	<u>6/5/19</u> Date
<p>5. Chaperones: An approved list of chaperones is on file in the main office of the school. (FORM #1)</p>	 Principal's Initials	<u>6/5/19</u> Date
<p>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.</p>	 Principal's Initials	<u>6/5/19</u> Date
<p>7. Insurance: I certify that each and every student participating in the field trip has personal medical insurance and trip cancellation insurance, if applicable.</p>	 Principal's Initials	<u>6/5/19</u> Date
<p>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.</p>	 Principal's Initials	<u>6/5/19</u> Date

<p>9. Contribution of Services: Statement of Acknowledgment and Consent to Conditions of trip are on file at the following location at the school site:</p>	 <hr/> Principal's Initials	6/5/19 <hr/> Date
<p>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.</p> <p>File title, if appropriate: _____</p>	 <hr/> Principal's Initials	6/5/19 <hr/> Date
<p>11. Forward this completed form to the Assistant Superintendent of Instructional Services.</p>	 <hr/> Principal's Initials	6/5/19 <hr/> 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: Chamber Choir Retreat; October 24-26, 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: 05.03.19

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

I, 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 Whittle; Fawnskin, CA,

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

October 24, 2019 to October 26, 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

05/03/19
(Date and Year)


(Signature)

Tammi L Alderman
(Print or Type Name)

2019 Chamber Retreat Itinerary

Thursday, October 24

- 7:50 am Drop off your belongings in the choir room
- 11:10 am Meet in the choir room
- 11:30 am Depart from the choir room to retreat – Stop for Lunch en route
- 3:30 pm Arrive at retreat – room assignment and settle in
- 5:00 pm Dinner
- 6:00 pm Rehearsal (Festival Music)
- 9:00 pm Group Bonding games (Snacks)
- 10:30 pm Back to your room – chaperones room check
- 11:00 pm Lights out

Friday, October 25

- 6:45 am Rise & Shine
- 7:15 am Morning activity – meet outside your cabin
- 8:00 am Breakfast
- 9:00 am Low Elements Challenge Course/Team Building
- 12:00 pm Lunch
- 1:00 pm Section Activity Time
- 2:30 pm Rehearsal
- 4:00 pm Rest/Nap/Quiet Time
- 5:00 pm Dinner
- 6:00 pm Group Rehearsal (Fall Festival Music)
- 8:00 pm Student Conductor Auditions
- 9:00 pm Campfire (with S'mores)
- 11:30 pm Back to your room – chaperone room check
- 12:30 am Lights out

Saturday, October 26

- 7:30 am Rise & shine
- 8:00 am Breakfast
- 9:00 am Group Rehearsal (Winter Concert Music)
- 10:30 am Break
- 11:00 am Pack/Clean Up Cabins (move luggage to outside dorms – turn keys in to Ms. A)
- 12:00 pm Lunch
- 1:00 pm Goal Setting/Compliment Strips
- 2:30 pm Load the bus and back to SMHS
- 5:45 pm Back to SMHS choir room

Purpose of Trip: Chamber Choir Retreat

The Chamber Choir is a very high level 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 Chamber Choir retreat is twofold:

1. To spend focused and extended rehearsals learning the choral literature for this school year Chamber Choir regularly performs literature which is rated to be at a collegiate level of difficulty. 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, help the students to understand their peers on a social and academic level, give the students a sense of team that does not come from only working in the classroom setting.

The retreat takes place at a YMCA camp near Big Bear 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.



Tamara Conger <tconger@smusd.us>

Per-Student Cost Breakdown: Choir Field Trips

Tammi Alderman <tammialderman@gmail.com>

Fri, Aug 16, 2019 at 12:25 PM

To: jkurtenbach@smusd.us, Eve Estrada <eestrada@smusd.us>, tconger@smusd.us

Concert Choir Retreat (\$166/student)

August 22-24

YMCA Camp ELK - \$141 per student

all food and lodging included in the camp rate

Transportation (school bus) - \$25 per student

Chamber Choir Retreat (\$180/student)

October 24-26

YMCA Camp Whittle - \$155 per student

all food and lodging included in the camp rate

Transportation (school bus) - \$25 per student

SCVA Honor Choir (\$226/student)

November 21-23

Student Participation Fee (\$90)

Food on University of Redlands Campus (~\$8 per meal x7) - \$56

Housing costs ~\$75/student depending on the number of students who are accepted

Transportation (parent drivers) - \$0 per student

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Tammi Alderman

Director of Choral/Vocal Music

San Marino High School

Long Beach Camerata Singers

Associate Conductor/Personnel Manager

CSU Fullerton

Adjunct Professor of Choral Music Education

Arrowbear Summer Music Camp

Choral Music Director

California Choral Directors Association

High School Repertoire & Resources Rep