

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 Regional Honor Choir - Redlands. Date: Nov 21-23, 2019

1. Inclusive dates of trip: <u>Nov 21-23, 2019</u> NOT DURING TESTING <input checked="" type="checkbox"/> Itinerary attached _____ Principal's Initials <u></u>	2. Purpose of trip: <u>SCVA Honor Choir</u> <input checked="" type="checkbox"/> Paragraph attached describing educational value and specific activities students will be required to complete
3a. Membership of Group: <u>Choir members who were selected</u> (e.g., U.S. History class, choral group)	3b. Number of Students Attending: <u>~14</u> Boys: <u>7</u> Girls: <u>7</u>
4a. Cost of trip financed by: <u>Student</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>\$130</u> <input type="checkbox"/> Attached student(s) name and verify funding source	4d. Describe fundraising activities, if any: <p style="text-align: center;">None</p> Attachment(s), if any
5a. Name of certificated employee(s) in charge of trip: <p style="text-align: center;">Tammi Alderman</p> 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: <p style="text-align: center;">Tammi Alderman</p>
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: _____ 05/03/19
 (Field Trip Coordinator's Signature) (Date)

_____ 8/12/19
 (Principal's Signature) (Date)

_____ 8/19/19
 (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 High School **SPONSORING GROUP:** Choir

ACTIVITY: SCVA Regional Honor Choir **DATE(S):** Nov 21-23, 2019

DESTINATION: University of Redlands

Please attach flyer or printed information pertaining to Study Trip.

Number of Students: 14 Attach list of student names and gender

Submit 3 days before trip to appropriate Site Administrator

Number of Chaperones: 2 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	
TBD	X		

TRANSPORTATION

Commercial Carriers: Yes or 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 No _____
 Donations: Yes 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 SCVA Regional Honor Choir (Redlands) on <u>Nov 21-23, 2019</u> (not during testing) and I give tentative approval for the students to participate.</p>	<p style="text-align: center;"> Principal's Initials</p>	<p style="text-align: center;"><u>8/2/19</u> Date</p>
<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>	<p style="text-align: center;"> Principal's Initials</p>	<p style="text-align: center;"><u>8/2/19</u> Date</p>
<p>3. Lack of Funds: To help students in need of funds, the following actions are being taken: Friends of VAPA will use reserve funds from concert tickets and other fundraisers to help students in need.</p>	<p style="text-align: center;"> Principal's Initials</p>	<p style="text-align: center;"><u>8/2/19</u> Date</p>
<p>4. Return of Funds: Any funds not used for the trip will be returned in the following way:</p>	<p style="text-align: center;"> Principal's Initials</p>	<p style="text-align: center;"><u>8/2/19</u> Date</p>
<p>5. Chaperones: An approved list of chaperones is on file in the main office of the school. (FORM #1)</p>	<p style="text-align: center;"> Principal's Initials</p>	<p style="text-align: center;"><u>8/2/19</u> Date</p>
<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>	<p style="text-align: center;"> Principal's Initials</p>	<p style="text-align: center;"><u>8/2/19</u> Date</p>
<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>	<p style="text-align: center;"> Principal's Initials</p>	<p style="text-align: center;"><u>8/2/19</u> Date</p>
<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>	<p style="text-align: center;"> Principal's Initials</p>	<p style="text-align: center;"><u>8/2/19</u> Date</p>

<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>	 Principal's Initials	8/12/19 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>	 Principal's Initials	8/12/19 Date
<p>11. Forward this completed form to the Assistant Superintendent of Instructional Services.</p>	 Principal's Initials	8/12/19 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: SCVA Regional Honor Choir; Nov 21-23, 2019

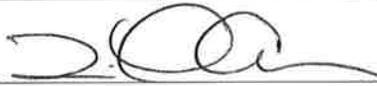
Name: Tammi Alderman

Position: Choral/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 Honor Choir Students
(School Function)

at the following school(s): San Marino High School

will participate in a field trip to Redlands University; Redlands, CA,

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

Nov 21, 2019 to Nov 23, 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)


(Signature)

Tammi L Alderman
(Print or Type Name)

**Itinerary – SCVA Honor Choir Weekend
(Based on 2018 Itinerary – subject to some change)**

Thursday, November 21

08:30 am Depart SMHS
10:00 am Arrive Redlands University
Registration and part-checks (Memorial Chapel)
Honor Choir Rehearsal
Lunch
01:30 pm Honor Choir Rehearsal
04:30 pm Dinner Break
06:00 pm Honor Choir Rehearsal
08:00 pm Return to Accommodations
11:00 pm Room-check/Lights out

Friday, November 22

07:30 am Breakfast
08:30 am Honor Choir Rehearsal
12:00 pm Lunch Break
01:45 pm Honor Choir Rehearsal
04:30 pm Dinner Break
06:00 pm Honor Choir Rehearsal
08:00 pm Return to Hotel
10:30 pm Room-check/Lights out

Saturday, November 23 (CONCERT DAY)

07:30 am Breakfast
08:30 am Morning Meeting/Announcements (Memorial Chapel)
09:00 am Honor Choir Rehearsal
12:00 pm Lunch
01:30 pm Dress Rehearsals (all choirs)
04:00 pm Dinner (dress for concert)
06:00 pm Choir Call-Time/Warm-Up
06:30 pm Choirs Line Up & proceed to places for beginning of Concert
07:00 pm Honor Choir Performance (Memorial Chapel)

Hotel Information – TBD based on who is accepted into Honor Choirs

Educational Value: Honor Choirs

Honor choirs are the pinnacle of achievement for the high school choral student. The singers selected to be members of these ensembles work on their musicianship, vocal technique, sight-singing and personal confidence through middle school and high school choir to hone the skills need to sing in an honor ensemble. Students must audition on required repertoire that is designed to be challenging for even the best high school choral singers—only the top 30% of students are accepted into the region honor choirs, the top 10% to the state honor choirs and less than 1% into the division and national honor choirs.

All students in SMHS Choir classes are prepared in class to participate in the audition process.

Students may or may not choose to audition based on their personal schedules and interests in sports, academic rigor or other activities that may interfere with honor choir dates. However, the honor choir audition process is used as an assessment tool for every student in every choir class at SMHS.

If students are accepted to an honor choir, they are expected to learn and perform a level of literature that is often above the performance ability of the school choir in which they sing. They work with world-renowned conductors and accompanists, and sing with the best students in the region, state or country. Students are expected to learn their program in a short period of time and to perform it at a very high level.

In 2018, SMHS had fourteen students accepted to the Southern California Honor Choirs, more than any other high school. It is an honor to have students from San Marino High School selected to these ensembles.



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

--

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