

**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)

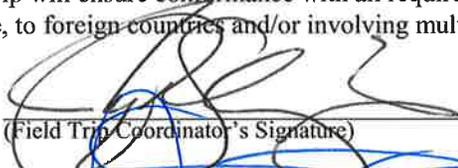
To: Board of Education San Marino Unified School District Date: November 8, 2019

The undersigned for San Marino High School hereby applies for approval to conduct a field trip to Berkeley, CA. Date: February 14-18, 2020

<p>1. Inclusive dates of trip: <u>Feb. 14-18, 2020</u></p> <p><b>NOT DURING TESTING</b></p> <p><input checked="" type="checkbox"/> Itinerary attached <span style="float: right;"><u>Principal's Initials</u></span></p>	<p>2. Purpose of trip:</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: <b>SMHS Speech &amp; Debate Team</b></p> <p><small>(e.g., U.S. History class, choral group)</small></p>	<p>3b. Number of Students Attending: <u>est. 48</u></p> <p style="text-align: center;">Boys: 24      Girls: 24</p>
<p>4a. Cost of trip financed by: <u>student self-funded</u></p> <p>4b. Name of travel agency contracted for trip: <small>(professional travel organization is required)</small></p> <p><u>Titan Travel</u></p> <p>4c. Cost per student: <small>(no student will be excluded from a required trip due to a lack of funds.)</small> <del>100</del> <u>\$655</u></p> <p><input type="checkbox"/> 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:</p> <p style="text-align: center;"><b>Rob Miller</b></p> <p><small>Responsible for coordinating fundraising, organization, and supervision while students are on SMUSD – sponsored trip</small></p>	<p>5b. Names of staff members who will provide supervision of students:</p> <p><b>Rob Miller, Nowreen Rahman</b></p>
<p>5c. Attach names of authorized chaperones on <b>FORM #1</b> <small>(include relationship to students and/or school)</small></p>	<p>5d. Student/Chaperone ratio: <small>(see attached <b>FORM #1</b>)</small></p> <p><b>est. 10:1</b></p>

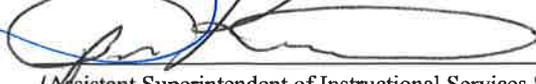
This application, together with the necessary documents, must be sent to the Assistant Superintendent of Instructional Services at least three months in advance (unless an exception to timeline is granted).

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.

  
 (Field Trip Coordinator's Signature) 11/8/19  
(Date)

Endorsed with Approval: 11/18/19  
(Date)

  
 (Principal's Signature)

  
 (Assistant Superintendent of Instructional Services Signature) 11/22/19  
(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:** SMHS Speech & Debate Team  
**ACTIVITY:** Cal (UC Berkeley) Speech & Debate Invitational      **DATE(S):** Feb. 14-18, 2020

**DESTINATION:** University of California, Berkeley

Please attach flyer or printed information pertaining to Study Trip.

**Number of Students:** est. 48    Attach list of student names and gender

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

**Number of Chaperones:** 5    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	
Rob Miller	x		x

Classified District Chaperones			Training Completed
	M	F	
Nowreen Rahman		x	x

Non-District Chaperones			Training Completed
	M	F	
Joseph Ugalde	x		x
Helen Phan		x	
Ning Chen Wu		x	

**TRANSPORTATION**

**Commercial Carriers:** Yes or No: yes: bus from SMHS to Berkeley; bus in Berkeley

(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 x

**FUNDING**

Individual Students: Yes x No \_\_\_

Donations: Yes x No \_\_\_

Fundraisers: Yes \_\_\_ or No x 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 CA      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

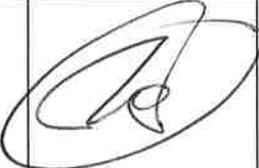
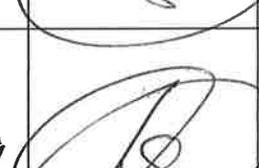
**San Marino Unified School District  
FIELD TRIP COORDINATOR'S CHECKLIST  
FOR MULTI-DAY OUT OF STATE FIELD TRIPS**

School: San Marino High School

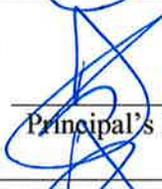
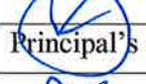
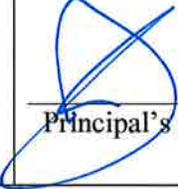
Dates of Trip: Feb. 14-18, 2020

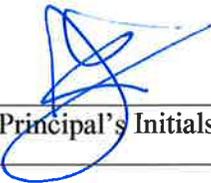
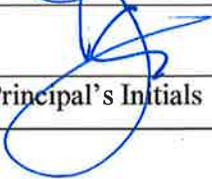
Trip Destination: Cal (UC Berkeley) Speech & Debate Invitational

**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>
11/8/19		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.
11/8/19		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.
11/8/19		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.
11/8/19		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>
11/8/19		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.
11/8/19		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.
11/8/19		7. Send home request for parental approval of student participation. If parent does not sign student cannot go.
11/8/19		8. Verify insurance coverage to provide personal medical insurance for participating students where required.
11/8/19		9. Secure trip cancellation insurance from travel agency where required.
11/8/19		10. Notify parents of other insurance coverage available as an option.

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

<p><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.</p>	<p style="text-align: center;"> Principal's Initials</p>	<p style="text-align: center;">11/18/19 Date</p>
<p><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.</p>	<p style="text-align: center;"> Principal's Initials</p>	<p style="text-align: center;">11/18/19 Date</p>
<p><b>3. Lack of Funds:</b> To help students in need of funds, the following actions are being taken:</p>	<p style="text-align: center;"> Principal's Initials</p>	<p style="text-align: center;">11/18/19 Date</p>
<p><b>4. Return of Funds:</b> 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;">11/18/19 Date</p>
<p><b>5. Chaperones:</b> 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;">11/18/19 Date</p>
<p><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.</p>	<p style="text-align: center;"> Principal's Initials</p>	<p style="text-align: center;">11/18/19 Date</p>
<p><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.</p>	<p style="text-align: center;"> Principal's Initials</p>	<p style="text-align: center;">11/18/19 Date</p>
<p><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.</p>	<p style="text-align: center;"> Principal's Initials</p>	<p style="text-align: center;">11/18/19 Date</p>

<p><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:</p>	 <hr/> Principal's Initials	11/18/19 <hr/> Date
<p><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.</p> <p>File title, if appropriate: _____</p>	 <hr/> Principal's Initials	11/18/19 <hr/> Date
<p><b>11. Forward</b> this completed form to the Assistant Superintendent of Instructional Services.</p>	 <hr/> Principal's Initials	11/18/19 <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: Cal (UC Berkeley) Speech & Debate Invitational on Feb. 14-18, 2020

Name: MATTHEW SLIMP

Position: HEAD COACH

Location: # SMHS

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
		N/A			

Signature: 

Date: 11/8/19

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

I, Rob Miller, 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 Speech & Debate Team  
(School Function)  
at the following school(s): San Marino High School  
will participate in a field trip to Cal (UC Berkeley) Speech & Debate Invitational,

and that I have been asked to accompany these students on their trip during the period from  
Feb. 14, 2020 to Feb. 18, 2020.

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

11/15/19  
(Date and Year)  
  
(Signature)  
Rob Miller  
(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, Nowreen Rahman, 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 Speech & Debate Team  
(School Function)  
at the following school(s): San Marino High School

will participate in a field trip to Cal (UC Berkeley) Speech & Debate Invitational,

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

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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

11/15/19  
(Date and Year)

Nowreen Rahman  
(Signature)

Nowreen Rahman  
(Print or Type Name)

SAN MARINO UNIFIED SCHOOL DISTRICT  
STATEMENT OF ACKNOWLEDGMENT AND CONSENT TO CONDITIONS OF TRIP  
(Adult Chaperone, not an Employee or Student in the District)

I, Joseph (Tony) Ugalde, am the Assistant Coach  
(Name of Adult) (Indicate Relationship to Student)

of SMHS Speech & Debate Team, a student enrolled at San Marino High School (Name of Student)  
(Name of School)

a public school operated by the San Marino Unified School District.

I understand that a group identified as SMHS Speech & Debate Team (School Function)  
enrolled at the following school(s): San Marino High School.

has been offered the opportunity to participate in a field trip to Cal (UC Berkeley) Speech & Debate Invitational,  
and that I have been asked to accompany these students on their trip during the period from  
Feb. 14, 2020 to Feb. 18, 2020.

I understand that my participation in the aforementioned program, including the field trip, is voluntary. I agree to pay all expenses for my participation in the field trip including, but not limited to, the cost of airfare and such insurance as may be required by the San Marino Unified School District.

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..."

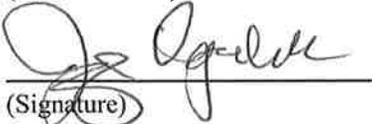
I acknowledge that I have received Chaperone Guidelines and agree to comply with them.

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

Nov. 15, 2019  
(Date and Year)

  
(Signature)

Joseph (Tony) Ugalde  
(Print or Type Name)

SAN MARINO UNIFIED SCHOOL DISTRICT  
STATEMENT OF ACKNOWLEDGMENT AND CONSENT TO CONDITIONS OF TRIP  
(Adult Chaperone, not an Employee or Student in the District)

I, Ning Chen Wu, am the parent  
(Name of Adult) (Indicate Relationship to Student)

of Camdyn Wu, a student enrolled at San Marino High School (Name of Student)  
(Name of School)

a public school operated by the San Marino Unified School District.

I understand that a group identified as SMHS Speech & Debate Team (School Function)  
enrolled at the following school(s): San Marino High School.

has been offered the opportunity to participate in a field trip to Cal (UC Berkeley) Speech & Debate Invitational,  
and that I have been asked to accompany these students on their trip during the period from  
Feb. 14, 2020 to Feb. 18, 2020.

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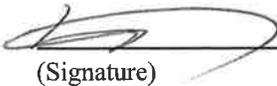
I acknowledge that I have received Chaperone Guidelines and agree to comply with them.

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

11/15/19  
(Date and Year)

  
(Signature)

Ning Chen Wu  
(Print or Type Name)

SAN MARINO UNIFIED SCHOOL DISTRICT  
STATEMENT OF ACKNOWLEDGMENT AND CONSENT TO CONDITIONS OF TRIP  
(Adult Chaperone, not an Employee or Student in the District)

I, Helen Phan, am the parent  
(Name of Adult) (Indicate Relationship to Student)

of Berwyn Phan, a student enrolled at San Marino High School (Name of Student)  
(Name of School)

a public school operated by the San Marino Unified School District.

I understand that a group identified as SMHS Speech & Debate Team (School Function)  
enrolled at the following school(s): San Marino High School.

has been offered the opportunity to participate in a field trip to Cal (UC Berkeley) Speech & Debate Invitational,  
and that I have been asked to accompany these students on their trip during the period from  
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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..."

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

November 15, 19  
(Date and Year)

Helen Phan  
(Signature)

Helen Phan  
(Print or Type Name)

## Request for Participation

Tournament request: Cal (UC Berkeley) Speech & Debate Invitational Feb. 14-18, 2020

The award-winning San Marino High School Speech & Debate Team is requesting permission to participate in the Cal (UC Berkeley) Speech & Debate Invitational, taking place Feb. 14-18, 2020. This is a great opportunity for our students to compete in a nationally-recognized speech & debate competition, and the timing couldn't be more perfect as the SMUSD has a 5-day weekend coinciding with the tournament. Our students work hard all year long, and this tournament would provide the opportunity to showcase their talents and hard work. The trip would also provide team bonding, and allow our students to learn from watching other students compete as well.

## **Preliminary Itinerary**

San Marino High School Speech & Debate Team  
Cal (U.C. Berkeley) Speech & Debate Invitational  
University of California at Berkeley  
<https://calinvitational.com/invitation/>

### **February 14, 2020**

Leave San Marino High School  
Arrive Berkeley, California

Lunch: en route to Berkeley

Bus directly to hotel

Dinner: Students on own near hotel

Lights out: 10:30pm

### **February 15, 2020**

Breakfast: at hotel

Bus transportation

Debaters leave hotel 6:00am

Arrive UC Berkeley 6:30am

Speech competitors leave hotel: 10:00am

Arrive UC Berkeley 10:30am

Cal (U.C. Berkeley) Speech & Debate Invitational

- Unpack supplies
- Check In
- Compete

Leave U.C. Berkeley 8:00pm

Arrive Hotel

Dinner: Students on own near hotel

Lights out: 10:30pm

### **February 16, 2020**

Breakfast: at hotel

Bus transportation

Debaters leave hotel 6:00am

Arrive UC Berkeley 6:30am

Speech competitors leave hotel: 10:00am  
Arrive UC Berkeley 10:30am

Cal (U.C. Berkeley) Speech & Debate Invitational

- Unpack supplies
- Check In
- Compete

Leave U.C. Berkeley 8:00pm

Arrive Hotel

Dinner: Students on own near hotel

Lights out: 10:30pm

### **February 17, 2020**

Breakfast: at hotel

Bus transportation

Debaters leave hotel 6:00am

Arrive UC Berkeley 6:30am

Speech competitors leave hotel: 10:00am

Arrive UC Berkeley 10:30am

Cal (U.C. Berkeley) Speech & Debate Invitational

- Check In
- Compete, Finals Matches
- Awards Ceremony

Leave U.C. Berkeley 8:00pm

Arrive Hotel

Dinner: Students on own near hotel

Lights out: 10:30pm

### **February 18, 2020**

Breakfast: at hotel

Check out

Bus transportation

Leave hotel 8:00am

Lunch: en route to San Marino

Arrive San Marino High School TBD

SMHS Speech & Debate Cal (UC Berkeley) Invitational Feb. 14-18, 2020					
Revenue	Items	Number	Days	Amounts	Total Revenue
	Donation per Student	48		\$655	\$31,440
	<b>Total Revenue</b>				<b>\$31,440</b>
	<b>Expenditures</b>				
	Accomodations - Student	48	4	\$50	\$9,600
	Accomodations - Teacher	2	4	\$200	\$1,600
	Accomodations - Chaperones	3	4	\$135	\$1,620
	Accomodations - Bus Driver	1	4	\$200	\$800
	Transportation - Bus	1		\$8,500	\$8,500
	Tournament Entry Fees - Student	48		\$75	\$3,600
	Judge Costs	6	3	\$100	\$1,800
	10% Scholarship Cost	5		\$655	\$3,275
	Contingency - Additional Costs				\$645
	<b>Total Expenditures</b>				<b>\$31,440</b>