

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 SMUSD Date: 11/12-2019

The undersigned for SMHS School hereby applies for approval to conduct a field trip to Heartland, Kansas Date: 3/18-3/22 - 2020

1. Inclusive dates of trip: NOT DURING TESTING <input checked="" type="checkbox"/> Itinerary attached Principal's Initials: <u>[Signature]</u>	2. Purpose of trip: <input checked="" type="checkbox"/> Paragraph attached describing educational value and specific activities students will be required to complete
3a. Membership of Group: (e.g., U.S. History class, choral group) <u>Titanium Robotics</u>	3b. Number of Students Attending: <u>30</u> Boys: <u>22</u> Girls: <u>8</u>
4a. Cost of trip financed by: <u>Student Donation</u> 4b. Name of travel agency contracted for trip: (professional travel organization is required) <u>Titan Travel</u> 4c. Cost per student: (no student will be excluded from a required trip due to a lack of funds.) <u>~\$1000</u> () Attached student(s) name and verify funding source	4d. Describe fundraising activities, if any: <u>N/A</u> Attachment(s), if any
5a. Name of certificated employee(s) in charge of trip: <u>Keiko Hiranaka, Scott Barton</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>Keiko Hiranaka, Scott Barton, Joey Peñaflorte</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) <u>10 to 1</u>

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.

[Signature] 11/18-2019
(Field Trip Coordinator's Signature) (Date)

Endorsed with Approval:

[Signature] 11/19/19
(Principal's Signature) (Date)

[Signature] 11/21/19
(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: SMHS SPONSORING GROUP: Titanium Robotics
 ACTIVITY: Heartland Regional (KS) DATE(S): _____

DESTINATION: Heartland, Kansas

Please attach flyer or printed information pertaining to Study Trip.

Number of Students: 30 Attach list of student names and gender

Submit 3 days before trip to appropriate Site Administrator

Number of Chaperones: 3 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	
Keiko Hiranaka		X	X
Scott Barton	X		X
Joy Penabazco	X		X

Classified District Chaperones			Training Completed
	M	F	

Non-District Chaperones			Training Completed
	M	F	

TRANSPORTATION

Commercial Carriers: Yes or No: Plane and 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 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 ___ Out of State X 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: SMHS

Dates of Trip: 3/18-3/20 - 20

Trip Destination: Heartland, Kansas

To be completed by field trip coordinator in charge of the field trip

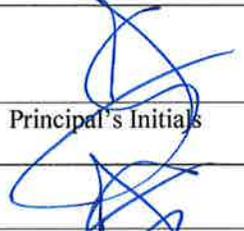
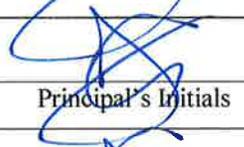
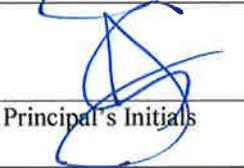
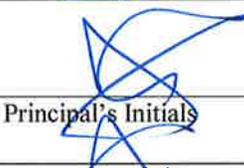
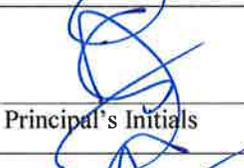
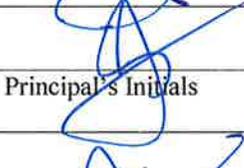
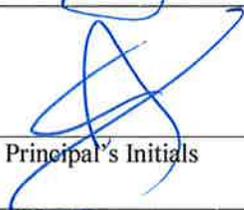
Date Completed	Initials	<p align="center">THREE MONTHS PRIOR TO TRIP</p> <p align="center">Exceptions to timeline must be approved in advance by the Assistant Superintendent of Instructional Services.</p>
11/18-2019	KA	1. Secure principal's tentative approval to conduct field trip (and approval to conduct fundraising, if applicable). Send form Application for Approval to Conduct Multi-Day and/or Out-of State to the site administrator in charge of field trips.
11/18-2019	KA	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.
11/18-2019 TITAN TRAVEL	KA	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.
11/18-2019	KA	4. Obtain and submit copy of itinerary. This itinerary shall include a) dates (not during testing), b) locations (city, state, country) and c) accommodations. Attach itinerary
11/18-2019	KA	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.
11/18-2019	KA	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.
11/18-2019	KA	7. Send home request for parental approval of student participation. If parent does not sign student cannot go. <i>done when trip is approved</i>
11/18-2019	KA	8. Verify insurance coverage to provide personal medical insurance for participating students where required.
11/18-2019	KA	9. Secure trip cancellation insurance from travel agency where required.
11/18-2019	KA	10. Notify parents of other insurance coverage available as an option.

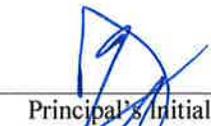
11/18-2019	AA	11. Provide written evidence of financial ability to cover travel and living expenses for all participants while outside of San Marino.
11/18-2019	AA	12. Verify that permission forms and waivers are returned for all students participating on a field trip. Verify alternate arrangements at school for those students not participating. <i>done by 12/20-2019</i>

Date Completed	Initials	THREE WEEKS PRIOR TO FIELD TRIP Exceptions to timeline must be approved in advance by the Assistant Superintendent of Instructional Services.
		13. Field trip coordinator develops orientation plan for students, parents, and chaperones.
		14. Arrange for participating students to be excused from other classes.
		15. Arrange for first-aid kit and/or snake-bite kit, and ensure they are taken on trip.

Date Completed	Initials	ONE WEEK PRIOR TO FIELD TRIP Exceptions to timeline must be approved in advance by the Assistant Superintendent of Instructional Services.
		16. Report to principal's designee the names of all persons (adults and students) who will actually go on the trip. Provide list of students to verify those actually participating prior to departure.
		17. File this form with other required papers in school office. (Records must be kept for three years.)

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 <u>Heartland, Kansas</u> on <u>3/18-3/22 - 202</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>11/19/19</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>11/19/19</u> Date</p>
<p>3. Lack of Funds: To help students in need of funds, the following actions are being taken; We have funding in our account as reserve, that will go to supplementing students if necessary.</p>	<p style="text-align: center;"> Principal's Initials</p>	<p style="text-align: center;"><u>11/19/19</u> Date</p>
<p>4. Return of Funds: Any funds not used for the trip will be returned in the following way: N/A</p>	<p style="text-align: center;"> Principal's Initials</p>	<p style="text-align: center;"><u>11/19/19</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>11/19/19</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>11/19/19</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>11/19/19</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>11/19/19</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>	<p> Principal's Initials</p>	<p><u>11/19/19</u> Date</p>
<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>	<p> Principal's Initials</p>	<p><u>11/19/19</u> Date</p>
<p>11. Forward this completed form to the Assistant Superintendent of Instructional Services.</p>	<p> Principal's Initials</p>	<p><u>11/19/19</u> Date</p>

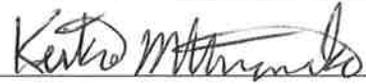
Conflict of Interest Disclosure Form

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: Heartland Regional, 3/18-3/22 - 2020
 Name: Keiko Hiranaka
 Position: Teacher/Robotics co-Advisor
 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

Signature:  Date: 11/18-2019

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

I, Keiko Hiranaka, am an Employee of the San Marino Unified School District
(Name of Employee)

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

I understand that a group identified as Titanium Robotics
(School Function)

at the following school(s): SMHS

will participate in a field trip to Heartland, KS.

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

3/18-2020 to 3/22-2020

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

11/18-2019
(Date and Year)

Keiko Hiranaka
(Signature)

Keiko Hiranaka
(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, Scott Burton, am an Employee of the San Marino Unified School District
(Name of Employee)

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

I understand that a group identified as Titanium Robotics
(School Function)

at the following school(s): SMHS

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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

11/18-2019
(Date and Year)

Scott Burton
(Signature)

Scott Burton
(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, Joey PeñaFuerte, am an Employee of the San Marino Unified School District
(Name of Employee)

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

I understand that a group identified as Titanium Robotics
(School Function)

at the following school(s): SMHS

will participate in a field trip to Heartland, KS.

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

3/18-2020 to 3/22-2020

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

11/18-2019
(Date and Year)

Joseph PeñaFuerte
(Signature)

Joey PeñaFuerte
(Print or Type Name)

Preliminary Itinerary

Titanium Robotics
FRC Heartland Regional Competition
Olathe South High School in Olathe, KS
<https://www.thebluealliance.com/event/2019ksla>

March 18, 2019

Lv. San Marino High School
Ar. Kansas City, Kansas

Air travel TBD

Bus from Kansas City airport to hotel (TBD)

Dinner: Students on own near hotel

Lights out: 10:30 pm

March 19, 2019

Breakfast: at Hotel

Bus transportation
Lv. Hotel 7:00 am
Ar. Olathe South High School 7:30 am

Heartland Regional Competition

- Unpack truck
- Inspection
- Pit set up
- Practice Matches

Lv. Olathe South High School 7:00 pm
Ar. Hotel

Dinner: Students on own near hotel

Lights out: 10:30

March 20, 2019

Breakfast: at Hotel

Bus transportation

Lv. Hotel 7:00 am

Ar. Olathe South High School 7:30 am

Idaho Regional Competition

- Qualification Matches
- Judge interviews
- Awards Ceremony

Lv. Olathe South High School 5:00 pm

Ar. Hotel 5:30 pm

Dinner: Team dinner near hotel

Lights out: 11:00

March 21, 2019

Breakfast: at Hotel

Check out (if we can get late night flights back to CA)

- if not stay one more night at hotel
- breakfast and check out on Sunday, March 22
- bus to airport and fly back Sunday morning
- this extra day is included in the attached budget preparations

Bus transportation

Lv. Hotel 7:00 am

Ar. Olathe South High School 7:30 am

Idaho Regional Competition

- Qualification Matches
- Judge interviews
- Championship Matches
- Awards Ceremony
- Pack truck

Lv. Olathe South High School 6:00 pm

Ar. Boise Airport

Air travel to LA: TBD

Ar. San Marino HS TBD

Dinner: Student on own at airport

FRC Heartland Regional Competition – Titanium Robotics

The purpose of this trip is to allow students to showcase the work they have put into the FIRST Robotics Competition. We attend two competitions to encourage students to develop interpersonal skills with people across the nation and around the world. For one of the competitions we attempt to stay locally in the Los Angeles area, the other we purposefully try to explore other regions as much as possible – this year that would be Heartland, Kansas. Last year, we attended the Regional Competition in Boise Idaho. Previously we have gone to Northern Arizona, Las Vegas, and at times we have stuck closer to home in San Diego or Central California.

At every competition students perform many tasks. They are not only maintaining the mechanical aspect of the robot, but they are improving and debugging the code they have developed, talking with other teams and learning how to interact and strategize with people they have just recently met, and they are also presenting the work they have done to local industrial professionals who are present to judge. The competition is not only about the task the robots should accomplish. Awards are also given for entrepreneurial endeavors, as well as outreach the team has done in their community, and specific mechanical achievements. The students must communicate their ideas and demonstrate the work they have done throughout the year.

Our leadership cabinet is also in charge of creating a schedule and responsibilities for the newer members of the team so they can participate as fully as possible. The students manage the team and help make sure everyone has a task to do is able to contribute to the success of the entire team. Competition is not the end goal; in fact, it is just the beginning. While learning takes place during the six-week design and build season, much of the learning culminates at competition when students put into practice the skills they have developed all season in a much higher stakes and fast paced environment. Much like a sports team or performing group takes time to practice before a big game or performance, we have six weeks to prepare for our competitions.

Items	Revenue		Total Revenue
	Number	Amount	
Donation Per Student	30	\$ 1,000	\$ 30,000
Total Revenue			\$ 30,000
	Expenditures		
Accommodations - Student	9	\$ 300	\$ 2,700
Accommodations Teacher	3	\$ 300	\$ 900
Transportation (plane)	33	\$ 500	\$ 16,500
Transportation (bus)	1	\$ 7,500	\$ 7,500
Contingency - Additional Costs		\$ 2,400	\$ 2,400
Total Expenditures			\$ 30,000

to and from airport and to and from hotel/venue