

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 All-State Honor Choir. Date: Feb 20-22, 2020

<p>1. Inclusive dates of trip: <u>Feb 20-22, 2020</u></p> <p><b>NOT DURING TESTING</b></p> <p><input checked="" type="checkbox"/> Itinerary attached _____ <small>(Principal's initials)</small></p>	<p>2. Purpose of trip: <u>All-State Honor Choir</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>Choir members who were selected</u> <small>(e.g., U.S. History class, choral group)</small></p>	<p>3b. Number of Students Attending: <u>~10</u></p> <p style="text-align: center;">Boys: 5          Girls: 5</p>
<p>4a. Cost of trip financed by: <u>Student</u></p> <p>4b. Name of travel agency contracted for trip: <small>(professional travel organization is required)</small></p> <p>4c. Cost per student: <small>(no student will be excluded from a required trip due to a lack of funds.)</small> <u>\$550</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;">None</p> <p>Attachment(s), if any</p>
<p>5a. Name of certificated employee(s) in charge of trip:  <b>Tammi Alderman</b> <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:  <b>Tammi Alderman</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>

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>05/03/2019</u>
(Field Trip Coordinator's Signature)	(Date)
(Principal's Signature)	<u>11/19/19</u> (Date)
(Assistant Superintendent of Instructional Services Signature)	<u>11/21/19</u> (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:** All-State Honor Choir      **DATE(S):** Feb 20-22, 2020

**DESTINATION:** Fresno Convention Center

Please attach flyer or printed information pertaining to Study Trip.

**Number of Students:** 10      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: 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 X No   

**FUNDING**

Individual Students: Yes X 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 X      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><b>1. Approval for Field Trip:</b> I have reviewed the plan for the field trip to All-State Honor Choir on Feb 20-22, 2020 (not during testing) and I give tentative approval for the students to participate.</p>	 Principal's Initials	11/19/19 Date
<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>	 Principal's Initials	11/19/19 Date
<p><b>3. Lack of Funds:</b> 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>	 Principal's Initials	11/19/19 Date
<p><b>4. Return of Funds:</b> Any funds not used for the trip will be returned in the following way:</p>	 Principal's Initials	11/19/19 Date
<p><b>5. Chaperones:</b> An approved list of chaperones is on file in the main office of the school. (FORM #1)</p>	 Principal's Initials	11/19/19 Date
<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>	 Principal's Initials	11/19/19 Date
<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>	 Principal's Initials	11/19/19 Date
<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>	 Principal's Initials	11/19/19 Date

<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	<hr/> 1/19/19 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	<hr/> 1/19/19 Date
<p><b>11. Forward</b> this completed form to the Assistant Superintendent of Instructional Services.</p>	 <hr/> Principal's Initials	<hr/> 1/19/19 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: All-State Honor Choir; Feb 20-22, 2020

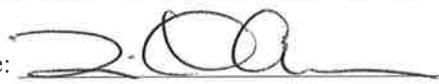
Name: Tammi Alderman

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 Honor Choir Students  
(School Function)

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

will participate in a field trip to All-State Honor Choir; Fresno,

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

Feb 20 to Feb 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.

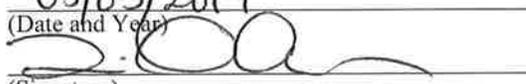
I acknowledge that I have received Chaperone Guidelines and agree to comply with them.

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

05/03/2019  
(Date and Year)

  
(Signature)

Tammi L Alderman  
(Print or Type Name)

## **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 2019, SMHS had seven students accepted to the California All-State Honor Choirs. These students represented our school and community with pride in their work. It is an honor to have students from San Marino High School selected to these ensembles.

## Itinerary – All-State Honor Choir Weekend

### Thursday, Feb 15

06:00 am Depart SMHS  
06:45 am Arrive Burbank airport  
08:05 am Southwest Air flight 1653 (BUR->SJC)  
09:15 am Arrive San Jose  
09:30 am Depart for Hotel (drop off luggage)  
10:30 am Walk to SJSU for registration and part-checks  
Lunch  
01:45 pm Honor Choir Rehearsal  
05:30 pm Dinner Break  
07:00 pm Honor Choir Rehearsal  
09:00 pm Return to Hotel  
11:00 pm Room-check/Lights out

Based on 2018 All-State  
2020 Still TBD  
But will be similar  
other than location

### Friday, Feb 16

07:30 am Breakfast  
08:30 am Honor Choir Rehearsal  
12:00 pm Lunch Break  
01:30 pm Honor Choir Rehearsal  
04:30 pm Dinner Break  
05:45 pm Honor Choir Exchange Concert (wear your t-shirt)  
08:00 pm Return to Hotel  
11:00 pm Room-check/Lights out

### Saturday, Feb 17 (CONCERT DAY)

07:30 am Breakfast at Hotel  
Check Honor Choir Schedule for Details  
03:15 pm Depart St. Joseph's Cathedral for Hotel  
03:30 pm Depart Hotel for San Jose Airport  
05:10 pm Southwest Air flight 5948 (SJC->BUR)  
06:10 pm Arrive Burbank Airport return to SMHS

### Hotel Information

Hyatt Place San Jose/Downtown  
282 Almaden Blvd, San Jose, CA 95113  
408-998-0400

### Ms. Alderman Contact

970-988-5193 (cell) – this is the best way to reach me during honor choir weekend

### All-State Honor Choir Financial Break Down

<b>Expenditures</b>			
Accommodations - Student	\$360	12 participants	\$4,320.00
(includes food, choir fees and lodging)			
Transportation	No cost		
<b>TOTAL</b>			<b>\$4,320.00</b>

<b>Income</b>			
Expected Student Contribution*	\$360	12 participants	\$4,320.00
<b>TOTAL</b>			<b>\$4,320.00</b>

\*All-State Honor Choir is not a required activity. However, if a student would like to participate and is unable to make the financial commitment, Friends of VAPA-Choir will provide any shortfall in the student contribution category.