

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: November 18, 2019

The undersigned for San Marino High School hereby applies for approval to conduct a field trip to Washington, D.C. Date: April 02-07, 2020

1. Inclusive dates of trip:  <b>NOT DURING TESTING</b> <input checked="" type="checkbox"/> Itinerary attached <div style="text-align: right; margin-top: 10px;">             Principal's Initials         </div>	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: <u>SMHS Choirs</u> <small>(e.g., U.S. History class, choral group)</small>	3b. Number of Students Attending: <u>48</u>  Boys: 22      Girls: 26
4a. Cost of trip financed by: <u>Students</u> 4b. Name of travel agency contracted for trip: <small>(professional travel organization is required)</small> <u>National Concerts</u> 4c. Cost per student: <small>(no student will be excluded from a required trip due to a lack of funds.)</small> <u>\$1590</u>  <input type="checkbox"/> Attached student(s) name and verify funding source	4d. Describe fundraising activities, if any:  <div style="text-align: center; margin-top: 20px;"> <u>Concerts, concessions at concerts, ticket sales, program ads, Coffee Sales</u> </div>  Attachment(s), if any
5a. Name of certificated employee(s) in charge of trip:  <u>Tammi Alderman</u> <small>Responsible for coordinating fundraising, organization, and supervision while students are on SMUSD – sponsored trip</small>	5b. Names of staff members who will provide supervision of students:  <u>Tammi Alderman</u>
5c. Attach names of authorized chaperones on <b>FORM #1</b> <small>(include relationship to students and/or school)</small>	5d. Student/Chaperone ratio: <small>(see attached <b>FORM #1</b>)</small>

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)	<u>11/18/2019</u> (Date)
Endorsed with Approval:	 (Principal's Signature)	<u>12/2/19</u> (Date)
	 (Assistant Superintendent of Instructional Services Signature)	<u>1-17-20</u> (Date)

Endorsed with Approval

BOARD APPROVAL DATE: \_\_\_\_\_

12/2/19

**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:** SMHS Choirs  
**ACTIVITY:** Spring Tour to Washington, D.C.      **DATE(S):** April 02-07, 2020

**DESTINATION:** Washington, D. C.

Please attach flyer or printed information pertaining to Study Trip.

**Number of Students:** \_\_\_\_\_ 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	M	F	Training Completed
Tammi Alderman		X	Yes

Classified District Chaperones	M	F	Training Completed

Non-District Chaperones	M	F	Training Completed
Ben Stanton	X		Yes
Jacqueline Liao		X	yes
Usha Sutliff		X	
Salve Flores		X	

**TRANSPORTATION**

**Commercial Carriers:** Yes or No: Airplane 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 \_\_\_\_\_

**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 \_\_\_\_\_ Out of State \_\_\_\_\_ Out of Country \_\_\_\_\_


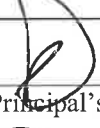


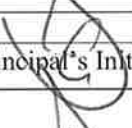
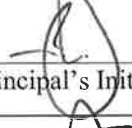


Others: \_\_\_\_\_

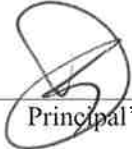

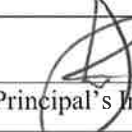
**When submitting field trip invoices for payment (includes deposits) attach a copy of this form and board item.**

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**

<b>1. Approval for Field Trip:</b> I have reviewed the plan for the field trip to Washington, D.C. on April 02-07, 2020 (not during testing) and I give tentative approval for the students to participate.	 Principal's Initials	12/2/19 Date
<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.	 Principal's Initials	12/2/19 Date
<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.	 Principal's Initials	12/2/19 Date
<b>4. Return of Funds:</b> Any funds not used for the trip will be returned in the following way: Check payable to parents from "Friends of VAPA-Choir"	 Principal's Initials	12/2/19 Date
<b>5. Chaperones:</b> An approved list of chaperones is on file in the main office of the school. (FORM #1)	 Principal's Initials	12/2/19 Date
<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.	 Principal's Initials	12/2/19 Date
<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.	 Principal's Initials	12/2/19 Date
<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.	 Principal's Initials	12/2/19 Date

<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:	 Principal's Initials	12/2/19 Date
<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.  File title, if appropriate: _____	 Principal's Initials	12/2/19 Date
<b>11. Forward</b> this completed form to the Assistant Superintendent of Instructional Services.	 Principal's Initials	12/2/19 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: Spring Choir Tour (Washington, D.C.), April 02-07, 2020

Name: Tammi Alderman

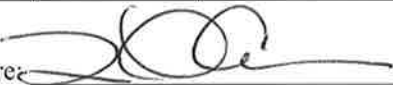
Position: Vocal Music Teacher

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

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

will participate in a field trip to Washington, D.C.

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

April 02, 2020 to April 07, 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

11/18/19  
(Date and Year)

  
(Signature)

Tammi L Alderman  
(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, Ben Stanton, am the N/A (accompanist for SHMS Choirs)  
(Name of Adult) (Indicate Relationship to Student)

of N/A, 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 Choirs (School Function)  
enrolled at the following school(s): San Marino High School.

has been offered the opportunity to participate in a field trip to Choir Tour to Washington, D.C.,  
and that I have been asked to accompany these students on their trip during the period from  
April 02, 2020 to April 07, 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

11/20/2019  
(Date and Year)

[Signature]  
(Signature)

Ben Stanton  
(Print or Type Name)



info@nationalconcerts.com  
NationalConcerts.com  
(646) 859-4999 or (888) 384-5113

To: National Concerts Performers and Non-performers  
From: Matthew Workman, Executive Director  
Re: Full Refund Assurance Plan (FRAP)

*Group Plan  
Purchased*

I am delighted to be welcoming you to one of our unique events this season! My staff and I remain committed to your successful travel, performance, and residency. We join your interest in a rewarding experience for your musicians. And I trust that our obligations to one another are clear.

In the event of unavoidable circumstances, however, I know you will appreciate the comfort of full refund assurance which we offer today. With this letter, we invite your participation in our *Full Refund Assurance Plan*. Only participants in this plan can receive a full refund for any reason.

Our *Full Refund Assurance Plan* can be purchased for 1) entire ensembles participating in a National Concerts residency, or, 2) any number of interested individuals from the ensemble. There is a cost reduction per individual if your entire group purchases the plan.

	Performer/Non-Perf Package	Performer/Non-Perf w/Package Options
Individual plan	\$50	\$80
Group plan	\$40	\$70

Separate payments for FRAP by GROUP or INDIVIDUALS from group must be received no later than group's payment #2, as stipulated in the Agreement with National Concerts. We trust you will enjoy this measure of security. Once refund assurance has been purchased, plan holders may request a refund at any time up until 11:59pm the day before your departure. The only exclusions are travel or weather delays that may cause arrival delay. Refunds must be requested in writing and will occur within two weeks of request. Refund will be the amount of money currently held by NC on behalf of GROUP or INDIVIDUAL.

Our Trip Cancellation Protection Plan is managed by the billing department that can be reached at (646) 859-4998 or [billing@nationalconcerts.com](mailto:billing@nationalconcerts.com).

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## Spring Break Choir Tour Financial Break Down

<b>Expenditures</b>				
Festival Price (includes hotel lodging, festival fees and all festival related activities)	\$885	51 Participants		\$45,135.00
Airfare	\$455			\$23,205.00
Bus to/from Airport	\$35			\$1,785.00
Meals	\$150			\$7,650.00
Entertainment	\$65			\$3,315.00
<b>TOTAL</b>				<b>\$81,090.00</b>

<b>Income</b>			
Requested Student Contribution*	\$1,590	51 Participants	\$81,090.00
<b>TOTAL</b>			<b>\$81,090.00</b>

\*Spring Choir Tour 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.

# Tour Itinerary

## Thursday, April 02 – Travel Day

2:00 pm Depart SMHS for LAX  
5:05 pm PST Depart LAX for DCA  
12:55 am EST Arrive Washington, D.C.  
Check into Hotel  
Washington Marriott at Metro Center  
Upon Arrival Curfew & room check

## Friday, April 03 – Rehearsal & Choral Exchanges

9:30 am Breakfast  
10:30 am Exchange with area high school  
Lunch  
TBD Afternoon visit to Potomac Park  
Group Dinner  
6:00-9:00 pm Festival Chorus Rehearsal  
11:00 pm Curfew & room check

## Saturday, April 04 – Rehearsal/Sight-Seeing

8:00 am Breakfast at hotel  
9am-1pm Festival Concert Rehearsal  
Lunch  
TBD Afternoon Sight-Seeing  
Group Dinner  
Evening Group Activity (local performance TBD)

## Sunday, April 05 – Performance Day

8:00 am Breakfast at Hotel  
10-11:30 am Festival Chorus Rehearsal  
TBD SMHS Spotlight Performance sound check  
TBD Festival Chorus sound check  
Group Dinner  
7:00 pm Performance of SMHS Choirs and Festival Chorus  
10:00 pm National Concerts Post-Concert Reception (with food)  
12:00 am Curfew & room check

## Monday, April 06 – Tourist Day

9:00 am Breakfast  
TBD Group Visit to Smithsonian Museums  
Group Visit to Ford's Theater  
Group Visit to Vietnam Memorial, Lincoln Memorial, Jefferson Monument  
11:00 pm Curfew & Room Check

## Tuesday, April 07 – Travel Day

5:30 am Grab and Breakfast and Room Check Out  
6:00 am Load bus for Airport  
9:05 am EST Depart DCA for LAX  
11:40 am PST Arrive LAX (load bus)  
2:30 pm Arrive SMHS

**Description of educational goals:**

The primary educational goal for this tour is to enhance students' understanding of the historical contributions and cultural dimensions of music. Individual and group musical abilities will be enhanced utilizing external cultural influences. They will gain a unique perspective on their repertoire by performing it in varying acoustical settings and learning to adapt to new performance spaces while also acting as musical ambassadors for San Marino High School as well as the community. Students will be performing music by composers representative of the five major musical eras (Renaissance, Baroque, Classical, Romantic, 20<sup>th</sup> Century) and from varied cultures including, North American, Western & Eastern European, South African, Caribbean, South American, and Asian. Students will be performing these pieces in stand alone public performances, as part of a large festival chorus and in exchanges with other music students. The Choirs will have the ability to work with conductors and composers of renown both in the educational and professional choral scene. All performances will be recorded so that the students and director may use them as a means for critical development of listening and self-reflection skills as they pertain to choral music performance. This tour correlates directly with California State Music Standard 3.0.

Washington, D.C. was chosen as the destination for this year's tour because of a special invitation that was given to the SMHS Choirs by National Concerts. The invitation is to give a spotlight performance in Strathmore Hall (home of the National Philharmonic) and also to sing the world premiere of a work composed for this festival. Strathmore Hall is one of the United States' premiere concert halls, renowned for its phenomenal acoustics and architectural design. Only two other choirs were extended this invitation, one of them a collegiate choir. The SMHS Choirs are known for their detailed and moving performances in the choral community and this invitation is a reflection of the hard work and dedication of the choir members.

Both the Chamber and Concert Choirs will be performing a wide representation of music including pieces by California composers as well as traditional American Folk Songs. The program will be rounded out by works that represent the languages spoken by members of our choir as a way to connect with others through our music. Students will have the opportunity to perform with singers their age in concert and in a large choir performance experience.



info@nationalconcerts.com  
NationalConcerts.com  
(646) 859-4999 or (888) 384-5113

November 20, 2019

Ms. Tammi Alderman  
San Marino High School  
2701 Huntington Dr  
San Marino CA 91108

Dear Ms. Alderman,

I am delighted to announce that Dr. Jeffrey Benson, Director of Choral Activities at San Jose State University, is guest conducting with National Concerts April 3-5, 2020 at Strathmore Concert Hall in our nation's capital, Washington, D.C. In recognition of the quality of your vocal music program, I would like to extend a formal invitation to you and the San Marino High School choruses to perform with National Concerts on this exciting concert. We sincerely hope that you can accept this invitation to perform with us!

Your students will join a select chorus of auditioned ensembles from across the country for rehearsals on April 3 and April 4 culminating in a final performance on April 5, 2020. Dr. Benson is mindful of selecting exciting repertoire that can be prepared at home prior to your arrival. In addition to your students' participation in the combined chorus, this exclusive invitation welcomes you to take the podium in Strathmore Hall as a featured *Spotlight Chorus* to present your own program.

National Concerts offers unique and exciting performance opportunities that collaborate across artistic genres, feature world premieres, thematic narratives, and offer uncompromising programming for the audience as well as extraordinary experiences for the participating ensembles.

We look forward to being of assistance with the details of your tour and travel planning. Please feel free to share this announcement with all concerned parties. I am confident that this event will be an excellent opportunity for you and your singers, and a meaningful addition to your program.

I hope you can accept this invitation, Tammi. We look forward to hopefully, welcoming you and your students to Washington D.C.!

Sincerely,

Matthew J. Workman  
Executive Director  
National Concerts, LLC

