

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: 11/30/2017

The undersigned for San Marino High School hereby applies for approval to conduct a field trip to Stanford University Date: 02/09/18-02/12/18

1. Inclusive dates of trip: <u>02/09/18-02/12/18</u> <b>NOT DURING TESTING</b> ( ) Itinerary attached <u>Principal's Initials</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: <u>Speech and Debate Team</u> (e.g., U.S. History class, choral group)	3b. Number of Students Attending: <u>Approx. 50</u> Boys: <u>25</u> Girls: <u>25</u>
4a. Cost of trip financed by: <u>Participating students</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>Unknown</u> <input checked="" type="checkbox"/> Attached student(s) name and verify funding source	4d. Describe fundraising activities, if any:  <u>SMUSD regularly conducts fundraisers to diffray costs to students.</u>  Attachment(s), if any
5a. Name of certificated employee(s) in charge of trip:  <u>Matthew T. Slimp</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>Matthew T. Slimp</u> <u>Jeffrey Valdivieso</u> <u>Felicia McCrossin</u> <u>Laura Bayne</u> <u>Noah Wilson</u>
5c. Attach names of authorized chaperones on <b>FORM #1</b> (include relationship to students and/or school)	5d. Student/Chaperone ratio: (see attached <b>FORM #1</b> ) <u>No greater than 10:1</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.

Endorsed with Approval:

Endorsed with Approval

(Field Trip Coordinator's Signature)

(Principal's Signature)

(Assistant Superintendent of Instructional Services Signature)

(Date)

(Date)

(Date)

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:** Speech and Debate Team

**ACTIVITY:** Stanford Speech and Debate Tournament      **DATE(S):** 02/09/18-02/12/18

**DESTINATION:** Stanford University and relevant hotel

Please attach flyer or printed information pertaining to Study Trip.

**Number of Students:** Approx. 50      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	M	F	Training Completed
Matthew T. Slimp	X		X

Classified District Chaperones	M	F	Training Completed
Jeffrey Valdivieso	X		X
Noah Wilson	X		X
<del>Felicia McGrossin</del>		X	X
Laura Bayne		X	X

Non-District Chaperones	M	F	Training Completed
TBD			

**TRANSPORTATION**

**Commercial Carriers:** Yes or No: Yes - Charter 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 X or No \_\_\_ Name of Fundraiser TBD, if necessary

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**  
**MULTI-DAY OVERNIGHT AND/OR OUT-OF-STATE/COUNTRY FIELD TRIP**

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	M	F	
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Classified District Chaperones			Training Completed
	M	F	
Jeffrey Valdivieso	X		X
Noah Wilson	X		X
<del>Felicia McGrossin</del>	X		X
Laura Bayne		X	X

Non-District Chaperones			Training Completed
	M	F	
TBD			

**TRANSPORTATION**

**Commercial Carriers:** Yes ☒ 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 TBD, if necessary

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

Chaperones expenses to be paid by:    ☒ Funding indicated above    ☒ Individual Chaperones

**CHARGE OR BILL MANDATORY STUDENT TRIP LIABILITY INSURANCE TO:**

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In State ☒    Out of State ☐    Out of Country ☐




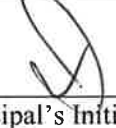
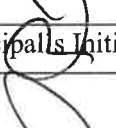



Others: \_\_\_\_\_


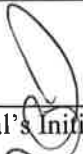

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**San Marino Unified School District**  
**PRINCIPAL'S CHECKLIST**  
**MULTI-DAY AND/OR OUT-OF-STATE/COUNTRY**  
**FIELD TRIPS**

<b>1. Approval for Field Trip:</b> I have reviewed the plan for the field trip to Stanford University on 02/09-02/12, 2018 (not during testing) and I give tentative approval for the students to participate.	 Principal's Initials	11/30/17 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	11/30/17 Date
<b>3. Lack of Funds:</b> To help students in need of funds, the following actions are being taken: The Speech and Debate team will bear costs for students in need of funds.	 Principal's Initials	11/30/17 Date
<b>4. Return of Funds:</b> Any funds not used for the trip will be returned in the following way: Either to the families directly, or donated to the team, at the election of the participating families.	 Principal's Initials	11/30/17 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	11/30/17 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	11/30/17 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	11/30/17 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	11/30/17 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:  <b>Forms will be deposited with the APO as participating students are identified.</b></p>	 Principal's Initials	<u>11/30/17</u> 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>	 Principal's Initials	<u>11/30/17</u> Date
<p><b>11. Forward</b> this completed form to the Assistant Superintendent of Instructional Services.</p>	 Principal's Initials	<u>11/30/17</u> 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: Stanford University, 02/09/18-02/12/18

Name: Matthew T. Slimp

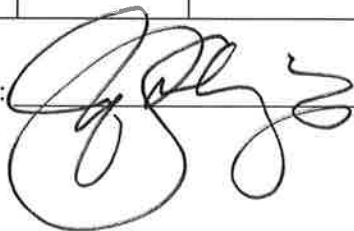
Position: Teacher

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
N/A	N/A				

Signature: \_\_\_\_\_



Date: \_\_\_\_\_

11/30/17

## **Statement of Educational Value**

The Stanford Speech and Debate Invitational is one of the most prestigious such tournaments offered in California. Because students do not have to “qualify” to attend the tournament (the way they would at a Championship Tournament), the tournament affords the San Marino Speech and Debate team to experience top-quality competition and educational experience, no matter their experience level. Indeed, Stanford is one of only a handful of Invitationals that offers a JV division to enhance the educational experience of up-and-coming students who are not yet able to compete at the highest varsity level (which is usually required for Championship tournaments). We have attended Stanford in the past, and we have found the tournament to be rigorous, safe, and well-run. Students look forward to this experience not just as an educational experience, but as a bonding opportunity as well, which goes a long way toward enhancing the entirety of the students' speech and debate experience and to helping to maintain student-retention in the program. Further thoughts available upon request.

**Statement of Participating Students, Travel Arrangements and Chaperones:**

TBD