

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: 12/12/17

The undersigned for San Marino High School hereby applies for approval to conduct a field trip to Las Vegas, NV Date: 3/21-24/18

1. Inclusive dates of trip: <u>3/21-24/18</u>  <b>NOT DURING TESTING</b> <input checked="" type="checkbox"/> Itinerary attached _____ Principal's Initials _____ 3a. Membership of Group: <u>SMHS Robotics Team</u> <small>(e.g., U.S. History class, choral group)</small> 4a. Cost of trip financed by: <u>Student</u> 4b. Name of travel agency contracted for trip: <small>(professional travel organization is required)</small>  4c. Cost per student: <small>(no student will be excluded from a required trip due to a lack of funds.)</small> <u>\$425 est</u>  <small>( ) Attached student(s) name and verify funding source</small>	2. Purpose of trip: <u>Robotics Competition</u> <input checked="" type="checkbox"/> Paragraph attached describing educational value and specific activities students will be required to complete 3b. Number of Students Attending: <u>40 est.</u> Boys: <u>30</u> Girls: <u>10</u> 4d. Describe fundraising activities, if any:  <u>none</u>  Attachment(s), if any
5a. Name of certificated employee(s) in charge of trip: <u>Scott Barton / Keiko Hiranaka</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>Scott Barton / Keiko Hiranaka</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.

Endorsed with Approval:

 (Field Trip Coordinator's Signature)	<u>1/18/18</u> (Date)
 (Principal's Signature)	<u>1/22/18</u> (Date)
 (Assistant Superintendent of Instructional Services Signature)	<u>1/29/18</u> (Date)

Endorsed with Approval

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

San Marino High School  
Robotics Team  
Field Trip to Las Vegas, NV  
FRC Regional Competition  
3/21-24/18

## **Itinerary:**

### **Wednesday 3/21/18**

3:00 pm Lv SMHS Bus Circle

Charter Bus arranged through APO

10:00 pm Ar Las Vegas, NV

11:00 pm Lights out

Hotel:

Marriot Residence Inn  
Las Vegas Hughes Center  
370 Hughes Center Dr  
Las Vegas, NV 89169  
(702) 650-0040

### **Thursday 3/22/18**

6:30 am Lv Hotel

7:00 am Ar Thomas & Mack Center @ UNLV

7:00 am – 7:00 pm Las Vegas Regional Competition

7:00 pm Lv UNLV

7:30 pm Ar Hotel

7:30 – 9:00 pm Dinner

10:00 pm Lights out

### **Friday 3/23/18**

6:30 am Lv Hotel

7:00 am Ar Thomas & Mack Center @ UNLV

7:00 am – 7:00 pm Las Vegas Regional Competition

7:00 pm Lv UNLV

7:30 pm Ar Hotel

7:30 – 9:00 pm Dinner

10:00 pm Lights out

**Saturday 3/24/18**

6:30 am Lv Hotel (Check out)

7:00 am Ar Thomas & Mack Center @ UNLV

7:00 am – 5:00 pm Las Vegas Regional Competition

6:00 pm Lv UNLV

12:00 midnight Ar SMHS Bus Circle

San Marino High School  
Robotics Team  
Field Trip to Las Vegas, NV  
FRC Regional Competition  
3/21-24/18

## 2. Purpose of Trip

The SMHS Robotics team designs, builds and programs a competition robot under the auspices of FIRST Robotics each year. The team is given a set of rules and tasks each year that used to design a robot. The SMHS Robotics team competes in two regional competitions each, one local (LA/OC) and one overnight trip. This year, the team has chosen the Las Vegas Regional which will be held on the campus of UNLV. During the completion, team members will be involved in the following activities:

- Maintenance of the robot during the entirety of the completion
- Design and construction of new mechanisms, as needed
- Collaboration with up to 40 other teams on game strategy and cooperation (each match requires 3 robots per team, we are randomly aligned with other teams)
- Marketing and promoting of our team to other schools and teams
- Presentations to judges on various aspects the robot design and marketing programs
- Representing SMHS

The Regional competitions are stepping stone to qualifying for the world championships held later in the spring.

## Form #1

**ACTIVITY:** FRC Regional Competition

**SPONSORING GROUP:** SMHS Robotics Team

**DATE(S):** 3/21-24/18

**DESTINATION:** Las Vegas, NV

Please attach flyer or printed information pertaining to Study Trip.

**Number of Students:** 40 est 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**[illegible]

**Commercial Carriers:** Yes or No: Yes

(Examples: bus, plane, ferry, taxi, shuttle) (All buses must be CHP approved as SPAB, verify with SMUSD Transportation Department)

and Parent/Guardian to sign Transportation Waiver Form for each student: Yes \_\_\_\_\_ No ☒

Individual Students: Yes<sup>X</sup> No

Donations: Yes ☐ No ☒

Fundraisers: Yes ☐ or No ☒ Name of Fundraiser

**Others:**

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

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
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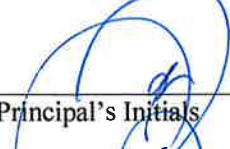

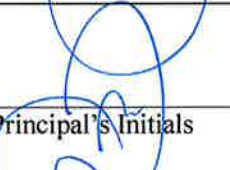




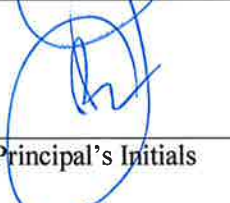
**Others:**


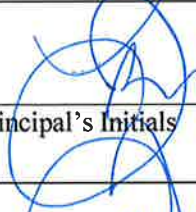
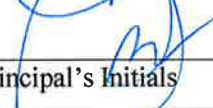
**When submitting field trip invoices for payment (includes deposits) attach a copy of this form and board item.**

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 <u>Las Vegas</u> on <u>3/21-24/18</u> (not during testing) and I give tentative approval for the students to participate.	 Principal's Initials	<u>1/22/18</u> 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	<u>1/22/18</u> Date
<b>3. Lack of Funds:</b> To help students in need of funds, the following actions are being taken:  Robotics team will provide scholarships for those students in need of funding.	 Principal's Initials	<u>1/22/18</u> Date
<b>4. Return of Funds:</b> Any funds not used for the trip will be returned in the following way:  Returned to students if student funds, return to team trust account if team funds	 Principal's Initials	<u>1/22/18</u> 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	<u>1/22/18</u> 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	<u>1/22/18</u> 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	<u>1/22/18</u> 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	<u>1/22/18</u> 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: <b>SMHS</b>	 Principal's Initials	<u>1/22/19</u> 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	<u>1/22/19</u> Date
<b>11. Forward</b> this completed form to the Assistant Superintendent of Instructional Services.	 Principal's Initials	<u>1/22/19</u> Date

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 Barton, 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 Robotics  
(School Function)

at the following school(s): SMHS

will participate in a field trip to Las Vegas, NV

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

3/21/18 to 3/24/18

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

4/19/18  
(Date and Year)

Scott Barton  
(Signature)

Scott Barton  
(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, Keiko Hranaka, 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 Robotics  
(School Function)  
at the following school(s): SMHS

will participate in a field trip to Las Vegas, NV

and that I have been asked to accompany these students on their trip during the period from  
3/21/18 to 3/24/18

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..."

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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

1/19-2018  
(Date and Year)  
Keiko M. Hranaka  
(Signature)  
Keiko M. Hranaka  
(Print or Type Name)

## 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: Robotics team to Las Vegas, NV  
Name: Scott Barton / Keiko Hiranaka  
Position: Teachers / Robotics Team Advisors  
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: \_\_\_\_\_

Scott Barton  
Keiko Hiranaka

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

1/18/18  
1/19-2018