

FIELD TRIP REQUEST FORM

- ☐ Day Trip, school day ☒ Overnight Trip 6 Nights
☐ Day Trip, non-school day ☒ Out-of-State Trip 6 Nights
☐ High Risk Trip, (i.e. ropes course, non-interscholastic swimming, TEAM extended field trips)

Date(s) of Trip April 12-18, 2020 Alternate(s) Mar. 29 - Apr. 4, 2020
 Destination Atlanta, Georgia

If overnight or out-of-state: Intermediate destinations, departure, and arrival times:
Flying out of SFO to Atlanta on 4-12-19 and

Date of Request 12/13/19 # days prior to trip 4 months
 Sponsoring Group Black Student Union & Students of Color School Tamalpais
 Number of Students Participating 11 Number of Chaperones 2

Purpose of Trip College Tours - Visiting Historically Black Colleges
Georgia Tech, & Georgia State Univ. Will also visit
 Attach documentation for scheduled events, programs educational museums.

Swimming included ☐ Yes ☒ No If yes, complete #(2) 6153

Estimated Cost of Trip \$18,000 Cost per Student \$1,500.00

School M/E ☐ Student Body ☐ Athletics ☒ Organization Budget
☒ Fund-raising ☐ Student/Parent Contribution ☐ Other _____

CHECK WITH BUDGET SECRETARY FOR FINANCIAL REQUIREMENTS & DEADLINES

Mode of Transportation: ☐ Contract Bus ☐ Employee Car ☐ Volunteer Car
☐ Student driven car ☒ Other: Rented car

Automotive transportation required completed Driver Certification Form #(1) 3541.1 and insurance declarations

Insurance Coverage Needed: (See 5142 - Insurance)

- ☐ Day Trip: Student insurance for students not covered by their own or parent's insurance, insurance available through the District
☒ Overnight or Out-of-State Trip: Extended Short-Term Group Coverage, available through the District

Staff Member in Charge (print name) Sandra Pula

- ☐ I have read and will abide by Board policies and regulations pertaining to field trips.
 (cf. 6153 - District-Sponsored Trips)
 (cf. 5142 - Transportation for School-Related Trips)
 (cf. 3541.1 - Insurance)

Staff Member Signature Sandra Pula

Principal's Signature J.C. Fan Date 12/16/19