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E(1) 6153

JAN 31 2018

TUHSD
BUSINESS OFFICE

FIELD TRIP REQUEST FORM

- Day Trip, school day
- Day Trip, nonschool day
- Overnight Trip, 8 Nights
- Out-of-State Trip, ___ Nights

Date(s) of Trip: March 27 - April 4, 2018 Alternate(s): _____

Destination: Joshua Tree National Park

Intermediate destinations, departure, and arrival times, if overnight or out-of -state

March 27-29 Camp at Indian Cove. Backpack in Park March 30 - Apr. 1/3

Camp at I.C. April 3. Return on April 4

Date of Request: 1/31/18 # days prior to trip: 55

Sponsoring Group: The Team Program School: Tamias and HS

Number of Students Participating: 24

Purpose of Trip: Rock Climbing, backpacking, natural history, CA history

Attach documentation for scheduled events, programs

Swimming included: Yes No If yes, complete E(2) 6153

Estimated cost of trip: \$12,000. Cost per student: \$500

Charged to: School M/E Student Body Athletics Organization budget
 Fund-Raising Student/Parent Contribution Other: _____

Mode of Transportation: Contract bus Employee car
 Volunteer car Student driven car Other: Team vans + 2 Rental Vans
(complete Driver Certification Form E(1) 3541.1)

Insurance Coverage Needed:

- 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
(See 5142 - Insurance)

Staff Member in Charge, Print Name: Lenny Guccardi and Diana Goldberg

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)

Signature [Signature] 1/31/18
Principal - Signature [Signature] Date 1/31/18

TAMALPAIS UNION HIGH SCHOOL DISTRICT
Larkspur, California

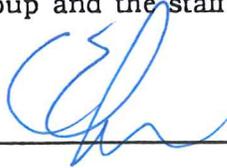
**DISTRICT-SPONSORED FIELD TRIP
VERIFICATION FORM**

Field Trip Group The Team Program
Destination Joshua Tree Natural Park
Date(s) March 27 - April 4, 2018
Checklist below to be completed by staff member in charge.

- I have read the three policies related to Field Trips.
BP 3541.1/AR 3541.1 - Transportation for School-Related Trips
B P 5143 - Insurance
BP 6153/AR 6153 - District-Sponsored Trips
- Field Trip Request Form (E(1) 6153) completed (Swimming Supplement (E(2) 6153) completed if necessary).
- Parent/Guardian Permission/Waiver Form (E(3) 6153) distributed to and collected from all participants.
- Adult Volunteer Waiver and Medical Authorization (E(4) 6153) distributed to and collected from all adult volunteers.
- Driver Certification Form (E(1) 3541.1) and Driver Instruction Form (E(2) 3541.1) distributed to and collected from all employee, adult volunteer, and student drivers.
- Appropriate insurance has been made available to students who are not covered otherwise.
- Extended short-term trip coverage has been arranged.
- All appropriate forms have been reviewed with the principal and will be taken with the group on the trip.
- Trip Verification Form (E(5) 6153) has been submitted to the principal for signature and forwarding to the District Office.

Staff member in charge Lenny Gucciardi and Diana Goldberg

I have verified that this trip meets the provisions of the Education Code and of all related District policies and regulations: 6153 - District-Sponsored Trips, 5143 - Transportation for School-Related Trips, and 3541.1 - Insurance. All related procedures have been followed by the sponsoring group and the staff member in charge, and all appropriate forms have been filed.

This trip has my authorization.  1/31/18
Principal's Signature Date

I have verified that the necessary arrangements for this trip have been made, including appropriate insurance.

Assistant Superintendent, Administrative Services Date