

E(1) 6153

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TUHSD
BUSINESS OFFICE

FIELD TRIP REQUEST FORM

- ☐ Day Trip, school day ☒ Overnight Trip, 8 Nights
☐ Day Trip, nonschool day ☐ 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. 1/3Camp at I.C. April 3. Return on April 4Date of Request: 1/31/18 # days prior to trip: 55Sponsoring Group: The Team Program School: Tamias and HSNumber of Students Participating: 24Purpose of Trip: Rock Climbing, backpacking, natural history,CA history

Attach documentation for scheduled events, programs

Swimming included: Yes ☐ No ☒ If yes, complete E(2) 6153Estimated 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.

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

TAMALPAIS UNION HIGH SCHOOL DISTRICT
 Larkspur, California