



# Field Trip Request

(Overnight and/or Out-of-State/Foreign Field Trips must be approved by the Board)

Instructor/Advisor/Coach: Lavdiotis # of Students: 12

School: Piedmont High School Grade/Class: Varsity

Destination: San Diego Depart Date: 12-26-14 Return Date: 12-31-14

Depart Time: 12:00 Return Time: 11:20

Describe the objectives of the proposed activity and how they relate to the course/grade/program  
Basketball Tournament

Transportation:  Private Vehicle(s)  Rental Vehicle(s)  Bus(es)  Walking  Flight

### Cost:

Substitute Coverage Needed (Teachers ... please use AESOP to record absence after approval)

Estimated Cost: \$ 13,000 Funding Source: fundraising & parent donations  
Transportation/Lodging/Meals

### Additional Information Needed Once Approved:

- PUSD Field Trip: Permission/Waiver/Accident Form (for each student)
- PUSD Field Trip: Itinerary Form
- PUSD Field Trip: Personal Vehicle Use Form (if using private vehicle(s) – for each driver)
- PUSD Field Trip: Staff Notification and Student Roster Form
- PUSD Field Trip: Out-of-state/Foreign Travel Agreement (only if traveling out-of-state)
- PUSD Field Trip: Medical Information Form (for each student needing medication)
- PUSD Volunteer Clearance Form (for each adult volunteer)

### Approval:

*[Signature]*  
Principal

12-5-14  
Date

\_\_\_\_\_  
Governing Board (Overnight/Out-of State only)

\_\_\_\_\_  
Date

*parent payment = donation*