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Office of Superintendent

Bishop Union High School Overnight Field Trip Planning Form

THIS PAGE MUST BE RETURNED TO PRINCIPAL 6 WEEKS PRIOR TO
EVENT FOR BOARD APPROVAL

GROUP/CLUB NAME: BUNHS ASB

TRIP DATES: 04/07/2018 - 04/09/2018

NUMBER OF SCHOOL DAYS MISSED 1 DAY

TRIP DESTINATION: ONTARIO, CA

PURPOSE OF TRIP CASL LEADERSHIP CONFERENCE

PROPOSED NUMBER OF STUDENTS: 20 STUDENTS

APPROXIMATE TOTAL COST: \$8,550 (NOT INCL. FOOD/GAS)
+ 9,010 (w/food)

COMPLETED PACKET (ATTACHED) MUST BE TURNED IN 3 WEEKS PRIOR TO TRIP.

FIELD TRIP POSTING

OVERNIGHT (EXTENDED)

PLEASE POST ON THE MAIN OFFICE BULLETIN BOARD

WHAT GROUP is traveling ABB

DESTINATION DOUBLE TREE HOTEL IN ONTARIO, CA

DAY & TIME you are leaving 04/07/2018 @ 8 AM

DAY & TIME you will arrive home 04/09/2018 BY 8 PM

LOCATION OF EVENTS ONTARIO, CA

ADDRESS 222 N. VINEYARD AVE.
ONTARIO, CA 91764

FOR OVERNIGHT TRIPS:	
HOTEL	<u>DOUBLE TREE HOTEL</u>
HOTEL ADDRESS	<u>222 N. VINEYARD AVE. ONTARIO, CA 91764</u>
HOTEL PHONE	<u>(909) 937-0900</u>

OTHER PHONE CONTACTS MRS. TANSETH : 909.261.3563

MRS. GREENE : 714.803.3296

MRS. AVENS : 619.609.1730

OTHER IMPORTANT INFORMATION _____

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Overnight (Extended) Instructional/Athletic Trip Request

1. Trip Dates 04/07/2018 - 04/09/2018
2. Teacher in Charge MR. PAWAN / MRS TANSETH
3. Destination ONTARIO, CA
4. Purpose of Trip CASL LEADERSHIP CONFERENCE
5. Class/Group ASB Number of Students 20
6. Departure Date/Time/Place 04/07/18 @ 8AM BUHS Return Date/Time/Place 04/09/18 @ 8PM BUHS
7. Estimated Miles to Destination 255.1 (BUHS TO DOUBLE TREE HOTEL ONTARIO, CA)
8. Mode of Transportation SCHOOL VANS (2) AND SCHOOL CAR (Flex)
It is agreed that students will not ride in the back of pick-up trucks, with or without campers or shells, or in motorized campers or camper vans. All vehicles must be equipped with seat belts and all occupants must be securely buckled.
9. List private drivers (license # and proof of insurance must be on file with the District Office for each driver)
CANDICE TANSETH, SASHA GREENE, ANIBELA OWENS
10. Total cost of Trip (list detailed breakdown for travel, food, lodging, etc.) \$8,550 + \$460 = \$9,010.00
\$8,550 = ALL LODGING AND CONFERENCE FEES
\$460 = LUNCH FOR 23 ON 4/7/18 AND LUNCH ON 4/9/18 FOR 23 PEOPLE
11. Funding Source ASB GENERAL FUND
12. Cost to each student \$0 (SPENDING MONEY IS OPTIONAL)
13. Number of students attending 20 Number of teachers 3 Number of school days missed _____
14. Number of chaperones 3 Names of chaperones CANDICE TANSETH, SASHA GREENE AND ANIBELA OWENS
15. Name, address, and phone number of hotel/motel/accommodations where trip participants will be housed overnight during the trip
DOUBLE TREE HOTEL
322 N. VINEYARD AVE.
ONTARIO, CA 91764 PH: (909) 937-0900
Fax: (909) 937-1999
16. List adults with current First Aid Training N/A
17. All students have medical insurance? Yes or No Yes
18. Any students with special medical conditions/potential medical problems? Yes or No No
19. Miscellaneous N/A

Any changes in the above information must be reported to the principal prior to departure.

Staff Signature [Signature] Date 1/12/2018
Principal's Approval [Signature] Date 1/12/18
BOARD APPROVED: _____