FIELD TRIP INFORMATION

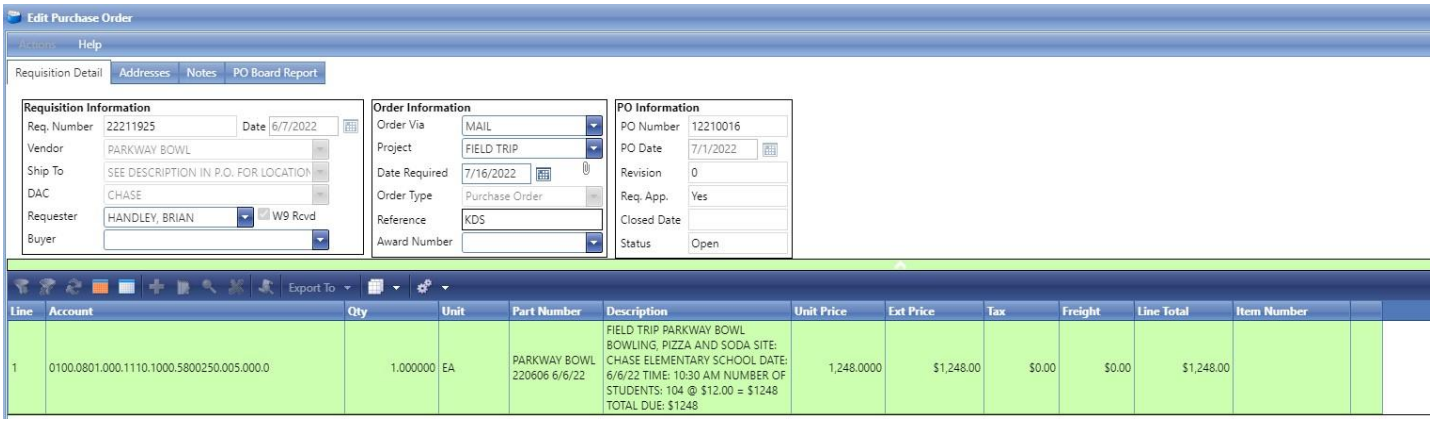
Know Before You Go

When planning a field trip for your site, be sure to review the list of suggested field trip vendors so that you are familiar with the requirements needed to book the trip. (Frequently used Field Trip vendors attached)

Requisition Information

Field Trip requisitions should be entered at least 4-5 weeks prior to the planned trip so there is enough time to get it through the approval process. When creating a requisition, the following information will be needed (see example below):

- The following information should be entered into the description field in all CAPITAL LETTERS
    - Location of field trip destination; EX: SeaWorld, San Diego Zoo, Parkway Bowl, etc.
    - Date you plan to attend
    - Time of planned arrival
    - Estimated number of students attending (it is better to over-estimate)
    - Estimated number of adults/chaperones attending
    - Total estimated cost of the field trip
- A price quote from the vendor should always be attached to the requisition
    - If you need assistance obtaining a quote, please contact the Purchasing Department
- You will be notified once the Purchase Order has been processed by the Purchasing Department.
- You will receive a "Vendor Copy" by email to be used at the field trip location when checking in.



After the Field Trip

Field Trips – After the field trip is complete, post the receiving with the number of students that actually attended the trip on the student line item. Post the number of chaperones on the chaperone line item. Depending on the policy of the venue, we may be required to pay for the total reservation, a flat fee, or only the number that actually attended. If you received an invoice from the vendor, please review it for accuracy then email it to invoices@cajonvalley.net with a message that it's approved for payment.

Questions regarding field trips? Contact Claudia Urueta (619) 579-4866 uruetac@cajonvalley.net
Questions regarding payment? Email invoices@cajonvalley.net

Vendor	Location	Contact	Phone Number	Email	Accepts Purchase Orders	Notes	Website	
Aztec Lanes (Associated Students, SDSU) Bowling	6075 Aztec Circle Drive, San Diego, CA 92182	Courtney Willis (Aztec Lanes Lead)	(619) 594-2695	azteclanes@sdsu.edu	Y	Will accept a PO in lieu of payment at entrance. Will invoice for headcount after field trip. * Reservations are for hourly lane rental and shoe rentals	https://azteclanes.sdsu.edu/rates	
Belmont Park (San Diego Coaster Co.)	3190 Misson Blvd, San Diego, CA 92109	Robyn Spencer - Sales Manager	858-228-9288	robyn@belmontpark.com	Y	Will accept a PO in lieu of payment at entrance. Will invoice for headcount after field trip.	https://www.belmontpark.com/groups-parties/	
Birch Aquarium	9500 Gilman Drive, San Diego, CA 92093	Education Programs Scheduling Team	(858) 534-7336	birchaquariumprogram@ucsd.edu	Y	Will accept a PO in lieu of payment at entrance. Will invoice for headcount after field trip.	https://aquarium.ucsd.edu/teachers/school-programs	
Children's Nature Retreat	5178 Japatul Spur, Alpine, CA 91901	Agnes Barrelet	(619) 320-4942	fieldtrips@childrensnatureretreat.org	Y	$100 non-refundable deposit required	https://childrensnatureretreat.org/field-trips/	
Elite Athletic Services (Chula Vista Olympic Training Center)	2800 Olympic Parkway, Chula Vista, CA 91915	Stephanie Inskeep	(619) 482-6220	sinskeep@trainatchulavista.com or tours@trainatchulavista.com	Y	Will accept a PO in lieu of payment at entrance. Will invoice for headcount after field trip.	https://trainatchulavista.com/tours-olympic-athlete-site/	
Forever Balboa Park (Balboa Park Carousel)	1549 El Prado, Ste #1, San Diego, CA 92101	Grant Reeder or Radka Batholomew	Grant - (619) 331-1923 or Radka (619) 239-0512 ext. 8	grant@balboapark.org or radka@balboapark.org	Y	RESERVATION REQUIRED - Will accept a PO in lieu of payment at entrance.	https://friendsofbalboapark.org/educational-programs/	
Fort Cross	4425 Hwy 78, Santa Ysabel, CA 92070		(951) 847-1904	fortcrossfun@gmail.com	Y	Will accept a PO in lieu of payment at entrance. Will invoice for headcount after field trip.	https://www.fortcross.com/group-tours	
Indian Hills Camp	15763 Lyons Valley Road, Jamul, CA 91935	Sarah Loftis	(619) 669-6498	groupcamping@indianhillscamp.com	Y	10% deposit is required to reserve date	https://www.indianhillscamp.com/school-programs/field-trips-and-picnics/	
Maritime Museum of San Diego	1492 North Harbor Drive, San Diego, CA 92101	Peter DiSimone	(619) 234-9153 ext. 124	PeterD@sdmaritime.org	Y	Will accept a PO in lieu of payment at entrance. Will invoice for headcount after field trip.	https://sdmaritime.org/education/	
Mountain Valley Ranch	842 Hwy 78, Ramona, CA 92065	Markie Battaglia	(760) 390-4131	markiemarie88@gmail.com	Y	Will accept a PO in lieu of payment at entrance. Will invoice for headcount after field trip.		
Old Globe Theatre	1363 Old Globe Way, San Diego, CA 92101	Cristal Salow	(619) 238-0043 ext. 2408	Groups@TheOldGlobe.org	**N**	*The Old Globe **does not** accept POs; accepts cash, check, or credit card payments over the phone. *20% deposit required for booking matinees of How the Grinch Stole Christmas. *Final numbers and balances are due 3 weeks before your scheduled performance. *Student matinees for Grinch require the final payment 4 weeks before scheduled performance.	GRINCH ONLY - https://www.theoldglobe.org/shows--tickets/group-tickets/group-tickets-for-the-grinch/	STUDENT GROUPS - https://www.theoldglobe.org/shows--tickets/group-tickets/group-tickets-for-the-grinch/
Oma's Pumpkin Patch	14950 El Monte Road, Lakeside, CA 92040	Brenda Vanommering	(619) 390-2929	vanodairy@gmail.com	Y	MUST email Brenda Vanommering with planned field trip date and estimated number of attendees to verify availablity and to book field trip date.	https://omasfamilyfarm.com/pumpkin-patch/	
Parkway Bowl	1280 Fletcher Parkway, El Cajon, CA 92020	Bill Rossman	(619) 448-4111 ext. 113	bill-r@nd-inc.com	Y	Will accept a PO in lieu of payment at entrance. Will invoice for headcount after field trip.	https://parkwaybowl.com/group-packages/school-field-trips/	

Plunge San Diego	3115 Ocean Front Walk, San Diego, CA 92109	Niki Jones - Director of Events and Marketing	(858) 779-1630	Niki@fitathletic.com	**N**	Credit Card deposit required - Does not accept POs	https://plungesandiego.com/	
Reuben H Fleet Science Center	1875 El Prado, San Diego, CA 92101	Claire Hendrix	(619) 238-1233 ext. 806	schoolreservations@rhfleet.org	Y	Will accept a PO in lieu of payment at entrance. Will invoice for headcount after field trip.	http://www.fleetscience.org/learn/educators-resource-guide	
San Diego Coaster Co. (Belmont Park)	3190 Misson Blvd, San Diego, CA 92109	Robyn Spencer - Sales Manager	858-228-9288	robyn@belmontpark.com	Y	Will accept a PO in lieu of payment at entrance. Will invoice for headcount after field trip.	https://www.belmontpark.com/groups-parties/	
San Diego Padres (Petco Park)	100 Park Blvd, San Diego, CA 92101	Melissa DiMartino	(619) 795-5084	tours@padres.com	Y	Will accept a PO in lieu of payment at entrance. Will invoice for headcount after field trip.	https://www.mlb.com/padres/ballpark/tours/youth-and-educational	
San Diego Zoo	2920 Zoo Dr, San Diego, CA 92101	Any available representative will assist	(619) 557-3963	EducationZoo@sdzwa.org	Y	Purchase Orders - MUST over-estimate the number of students and adults attending so the PO can be adjusted to a lesser amount at the gate. POs cannot be adjusted for more at the gate and payment will be needed for overages at the window upon entrance.	https://zoo.sandiegozoo.org/school-group-programs	
Santee Lakes	9310 Fanita Parkway, Santee, CA 92071		(619) 596-3141		**N**	ONLY ACCEPTS cash or card; purchases must be made in person; splash pad wristbands can be purchased in advance but must be made in-person with cash or credit card. Please contact Purcashing for assistance.	https://www.santeelakes.com/playgrounds-2/	
SeaWorld San Diego	500 SeaWorld Drive, San Diego, CA 92109	Traci Lopez	(619) 226-3900 ext. 2062	Education.SWC@seaworld.com or Traci.Lopez@seaworld.com	Y	Will accept a PO in lieu of payment at entrance. Teacher will be given a receipt after check-in to submit for final payment.	https://seaworld.com/san-diego/educational-programs/field-trips/	
South Bayfront Sailing Association	604 Marina Parkway, Chula VIsta, CA 91910			office@sbfsa.org	Y	Signed Agreement required - reservation is for the Charter of the boat. Number of passengers not to exceed 60 and hours of charter not to exceed 8 hours.	http://schoonerbillofrights.com/	
The Graff Ranch	5982 Stallion Oaks Rd, El Cajon, CA 92019	Sarah Graff	(619) 822-9662	thegraffranch@gmail.com	Y	Will accept a PO in lieu of payment at entrance. Will invoice for headcount after field trip.	https://thegraffranch.com/	
The New Children's Museum	200 W. Island Ave, San Diego, CA 92101	Melissa Lares	(619) 795-1709	education@thinkplaycreate.org	Y	Will accept a PO in lieu of payment at entrance. Will invoice for headcount after field trip.	https://thinkplaycreate.org/learn/educator-resources/school-visits/	
USS Midway	910 N. Harbor Drive, San Diego, CA 92101	Michele Hamilton	(619) 398-8271	ereservations.@midway.org or mhamilton@midway.org	Y	Completion of Reservation Request Form REQUIRED to request reservation; Reservations must be made for your group at least one week in advance. Groups must be no less than 10 students/youth, no exceptions. Chaperones are required. At least one chaperone for every ten students.	https://www.midway.org/education/school-youth/student-youth-groups-admission/	