

PASO ROBLES JOINT UNIFIED SCHOOL DISTRICT  
**REQUEST FOR OVERNIGHT FIELD TRIP AND  
 DAY TRIPS OVER 150 MILES ONE WAY**

(To allow for proper processing overnight field trip requests *must be submitted 15 days prior* to a scheduled Board meeting, on CAO's desk. Any trip taken without prior Board approval may result in consequences such as paying your own trip out of pocket and/or possible disciplinary action.)

PLEASE TYPE IN INFORMATION

School Site/Organization: PRHS Student Grade(s) attending: 10-11  
 Destination: Fresno State University and UC Merced  
 Dates/Times:  
 Leave Day: Tuesday Date: 11/30/2021 Time: 7:00 AM Return: Tuesday Date: 11/30/2021 Time: 7:00 PM  
 School Day: Yes  
 Purpose of trip: To allow students that are in AVID to visit university and talk to people at the Universities  
 Brief Itinerary: Leave PRHS 7am to go to Fresno State University. Leave Fresno State by noon to go to UC Merced. Leave UC Merced by 3:30. Should be back at PRHS by 7pm.  
 Name of Requestor(s)/Teacher(s): Kristy Lechuga Date: 10/15/2021

**If male and female students are attending**, male and female chaperones must also comply with Board Policy (BP/AR 6153 School Sponsored Trips)  
**Chaperones must be age 21 or older** (AR 6153 School Sponsored Trips).  
**Chaperone Ratios:** Day & Overnight Field Trips 1:20, Water Activities 1:10, Backpacking Trips 1:7  
 Number of female students attending: 24 Number of male students attending: 23  
 Number of female chaperones attending: 2 Number of male chaperones attending: 2

Type of transportation: Charter Bus If other explain: \_\_\_\_\_  
 \*\*if private auto, proof of insurance must be filed with District Business Office  
 A request for transportation MUST be sent to the Transportation Department including the use of charter transportation.  
 Total Cost of Trip\$ ~~1,700.00~~ 1,926.00  
 Funding source: LCAP goal 2 funding for AVID college trip

All overnight and day trips must be approved by the site Principal and Director prior to submission to the Chief Officer's office. Emailing this form to the Director's PPA by the site Principal will be considered a signed copy of the site Principal's approval.

FOR DISTRICT OFFICE USE ONLY

- Fingerprint clearances for chaperones confirmed
- Not Applicable - Chaperones are Paso Robles Joint Unified School District Staff

Director (Print name) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
Emm Haley Emm Haley 10.19.21  
 Chief Officer (Print name) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

PRJUSD BOARD ACTION

YOUR FIELD TRIP HAS BEEN:  APPROVED  DENIED

PASO ROBLES JOINT UNIFIED SCHOOL DISTRICT  
**REQUEST FOR OVERNIGHT FIELD TRIP AND  
 DAY TRIPS OVER 150 MILES ONE WAY**

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PLEASE TYPE IN INFORMATION

School Site/Organization: Daniel E. Lewis Midle School AVID Student Grade(s) attending: 7 & 8  
 Destination: Fresno State University  
 Dates/Times:  
 Leave Day: SELECT Date: 11/17/21 Time: 8:15 am Return: SELECT Date: 11/17/21 Time: 4:15pm  
 School Day: Yes  
 Purpose of trip: Our AVID Elective students will participate in a Guided tour of Fresno State Universitie's campus.  
 \_\_\_\_\_  
 Brief Itinerary: 11:00 am campus tour 12:00 Lunch on Campus 1:00 Business School Presentation and meet with PRHS Alumni  
 \_\_\_\_\_  
 Name of Requestor(s)/Teacher(s): Erin Seidel and Michelle Ehlers Date: 107

**If male and female students are attending, male and female chaperones must also comply with Board Policy (BP/AR 6153 School Sponsored Trips)  
 Chaperones must be age 21 or older (AR 6153 School Sponsored Trips).  
 Chaperone Ratios: Day & Overnight Field Trips 1:20, Water Activities 1:10, Backpacking Trips 1:7**

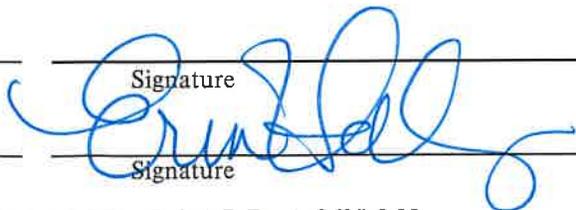
Number of female students attending: 31 Number of male students attending: 16  
 Number of female chaperones attending: 2 Number of male chaperones attending: 0

Type of transportation: Charter Bus If other explain: \_\_\_\_\_  
 \*\*if private auto, proof of insurance must be filed with District Business Office  
 A request for transportation MUST be sent to the Transportation Department including the use of charter transportation.  
 Total Cost of Trip\$ 1,926.00  
 Funding source: LEAP goal 2 funding for AVID college trip

All overnight and day trips must be approved by the site Principal and Director prior to submission to the Chief Officer's office.  
 Emailing this form to the Director's PPA by the site Principal will be considered a signed copy of the site Principal's approval.

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- Fingerprint clearances for chaperones confirmed
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Director (Print name) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
Enni Haley  10.18.21  
 Chief Officer (Print name) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

PRJUSD BOARD ACTION

YOUR FIELD TRIP HAS BEEN:  APPROVED  DENIED