

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

**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

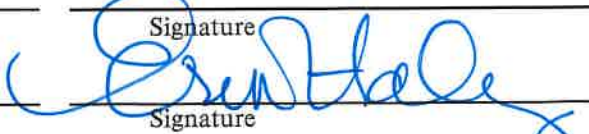
Number of female students attending: <u>24</u>	Number of male students attending: <u>23</u>
Number of female chaperones attending: <u>2</u>	Number of male chaperones attending: <u>2</u>

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~~ 1,924.00  
 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) <u>Enn Haley</u>	Signature 	Date <u>10.19.21</u>
Chief Officer (Print name)	Signature	Date

PRJUSD BOARD ACTION

YOUR FIELD TRIP HAS BEEN: ☐ APPROVED ☐ DENIED

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PLEASE TYPE IN INFORMATION

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

**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

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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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Director (Print name)

Enn Haley

Signature

[Signature]

Date

10.18.21

Chief Officer (Print name)

Signature

Date

PRJUSD BOARD ACTION

YOUR FIELD TRIP HAS BEEN:

☐ APPROVED

☐ DENIED