

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>Flamson Middle School/Honor Choir</u>	Student Grade(s) attending: <u>6th, 7th and 8th</u>
Destination: <u>Salinas High School</u>	
Dates/Times:	
Leave Day: <u>Thursday</u> Date: <u>1/19/17</u> Time: <u>12:00</u> P.M.	Return: <u>Saturday</u> Date: <u>1/21/17</u> Time: <u>6:00</u> P.M.
School Day: <u>Yes</u>	
Purpose of trip: <u>This group of 7 students auditioned for the Regional Honor Choir. They will be representing Flamson and Paso Robles at Salina High School. The region includes all areas from Santa Cruz to Nipomo, it is very competitive so this is truly an honor.</u>	
Brief Itinerary: <u>Leave FMS on Thursday, one stop along the way then rehearsal at Salinas High School. Friday is rehearsal all day (packed lunches), go to dinner and possibly bowling. Saturday is rehearsal until 12, lunch, and 2:00 Honors Concert at Salinas High School.</u>	
Name of Requestor(s)/Teacher(s): <u>Cynthia Lindquist</u>	Date: <u>12/22/16</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>6</u>	Number of male students attending: <u>1</u>
Number of female chaperones attending: <u>2</u>	Number of male chaperones attending: <u>1</u>

Type of transportation: <u>District Van</u>	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\$ <u>1,022.00</u>	
Funding source: <u>01-1100-0-5713-1110-1000-010-6911-0000</u>	

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

Jennifer Gaviola

Director (Print name)

Signature

Date

1/3/17

Frank Parris
Chief Officer (Print name)

Signature

Date

1/4/17

PRJUSD BOARD ACTION

YOUR FIELD TRIP HAS BEEN:

☐ APPROVED

☐ DENIED