

ORIGINAL

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>12</u>
Destination: <u>Big Sur/Ventana Wilderness</u>	
Dates/Times:	
Leave Day: <u>Friday</u> Date: <u>March 17</u> Time: <u>4:00</u> P.M.	Return: <u>Sunday</u> Date: <u>March 19</u> Time: <u>4:00</u> P.M.
School Day: <u>No</u>	
Purpose of trip: <u>GEO overnight training hike to prep for the upcoming Zion trip</u>	
Brief Itinerary: <u>Depart PRHS 4 pm on Friday, March 17. -Drive to Ponderosa Camp on Nacimiento/Ferguson Rd near Hunter Liggett Camp Friday night there, then on Sat begin hike to Vicente Flats Camp in Big Sur. Stay there Sat night, then hike out to Hwy 1 on Sunday, and return back to PRHS by about 4 pm.</u>	
Name of Requestor(s)/Teacher(s): <u>DiMaggio</u> Date: <u>2/9/17</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>15</u>	Number of male students attending: <u>15</u>
Number of female chaperones attending: <u>2</u>	Number of male chaperones attending: <u>3</u>

Type of transportation: District Van If other explain: Will need 4 large vans to transport total of 34 people.

**\*\*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\$ 400.00

Funding source: GEO ASB Account

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

<u>Jennifer Gaviola</u>	<u>[Signature]</u>	<u>2/16/17</u>
Director (Print name)	Signature	Date
<u>Frank Pavia</u>	<u>[Signature]</u>	<u>3/3/17</u>
Chief Officer (Print name)	Signature	Date

PRJUSD BOARD ACTION

YOUR FIELD TRIP HAS BEEN: ☐ APPROVED ☐ DENIED