

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

ORIGINAL



(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>Paso Robles High School/Horticulture</u>	Student Grade(s) attending:	<u>9-12</u>
Destination:	<u>San Francisco Flower Market and San Francisco Flower and Garden Show</u>		
Dates/Times:			
Leave Day:	<u>Wednesday</u>	Date:	<u>4/5/2017</u> Time: <u>6:00</u> A.M. Return:
			<u>Thursday</u> Date: <u>4/6/2017</u> Time: <u>6:00</u> P.M.
School Day:	<u>Yes</u>		
Purpose of trip:	<u>This trip will allow students to attend workshops in the horticulture/floral industry. Students will also be able to tour and visit with industry professionals and see first hand what it is like to work/purchase from a large flower market.</u>		
Brief Itinerary:	<u>4/5 - drive to San Francisco Flower and Garden Show, stopping for bathroom breaks, attend the show, check into San Mateo Marriott and have dinner. 4/6 - Check out of the hotel, drive to the San Francisco Flower Market, tour the market, have lunch and drive home.</u>		
Name of Requestor(s)/Teacher(s):	<u>Theresa Clark</u>	Date:	<u>1/27/2017</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>22</u>	Number of male students attending:	<u>5</u>
Number of female chaperones attending:	<u>4</u>	Number of male chaperones attending:	<u>1</u>

Type of transportation:	<u>District Van</u>	If other explain:	
<i>**if private auto, proof of insurance must be filed with District Business Office</i>			
A request for transportation MUST be sent to the Transportation Department including the use of charter transportation.			
Total Cost of Trip\$	<u>5,354.00</u>		
Funding source:	<u>CTEIG</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			
<input checked="" type="checkbox"/> Fingerprint clearances for chaperones confirmed			
<input type="checkbox"/> Not Applicable - Chaperones are Paso Robles Joint Unified School District Staff			
<u>Jennifer Gaviola</u>		<u>3/3/17</u>	
Director (Print name)	Signature	Date	
<u>Frank Panian</u>		<u>3/5/17</u>	
Chief Officer (Print name)	Signature	Date	
PRJUSD BOARD ACTION			
YOUR FIELD TRIP HAS BEEN: <input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED			