

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>Pat Butler Elementary</u> | | Student Grade(s) attending: <u>5th Grade</u> | |
| Destination: <u>Rancho El Chorro Outdoor Science Camp</u> | | | |
| Dates/Times: | | | |
| Leave Day: <u>Tuesday</u> | Date: <u>3/28/17</u> | Time: <u>9:30</u> | A.M. Return: <u>Friday</u> |
| | Date: <u>3/31/17</u> | Time: <u>12:00</u> | P.M. |
| School Day: <u>Yes</u> | | | |
| Purpose of trip: <u>This is an overnight science field trip. Students will be conducting hands on science experiments that are tied to NGSS.</u> | | | |
| Brief Itinerary: <u>Arrive at camp on 3/28/17 at 11am. Students will unload and be assigned to cabins. Next they will head out on trail hike. Students will participate on two hikes each day and will participate in campfire evening programs. Lights out at 9:30pm. 5th grade will return to school on Friday, 3/31/17 at 12:00pm.</u> | | | |
| Name of Requestor(s)/Teacher(s): <u>Holly Moore</u> | | Date: <u>3/2/17</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

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|---|---|
| Number of female students attending: <u>48</u> | Number of male students attending: <u>30</u> |
| Number of female chaperones attending: <u>8</u> | Number of male chaperones attending: <u>4</u> |

Type of transportation: District 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\$ 25,000.00
Funding source: PTA

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

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|----------------------------|----------------------|---------------|
| <u>CAROL KENTON</u> | <u>Carol Kenton</u> | <u>3.2.17</u> |
| Director (Print name) | Signature | Date |
| <u>Babette DeCau</u> | <u>Babette DeCau</u> | <u>3.2.17</u> |
| Chief Officer (Print name) | Signature | Date |

PRJUSD BOARD ACTION

YOUR FIELD TRIP HAS BEEN: ☐ APPROVED ☐ DENIED