

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>PRHS, SkillsUSA</u>	Student Grade(s) attending: <u>10-12</u>
Destination: <u>CA SkillsUSA Leadership & Skills Conf., Ontario, CA</u>	
Dates/Times:	
Leave Day: <u>Thursday</u> Date: <u>4/19/18</u> Time: <u>8:30</u> A.M. Return: <u>Sunday</u> Date: <u>4/22/18</u> Time: <u>6:00</u> P.M.	
School Day: <u>Yes</u>	
Purpose of trip: <u>Students have advanced to the State Conf. to compete in various occupation related contests.</u>	
Brief Itinerary: <u>Travel on Thur. to Ontario, CA. Thur. evening is the opening ceremony. Fri. students will have meetings and competitions will begin. Sat. competitions continue. Sat. evening is a student social event. Sun. morning is the awards ceremony, travel back to PRHS.</u>	
Name of Requestor(s)/Teacher(s): <u>Randy Canaday</u> Date: <u>2/22/18</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>40</u>	Number of male students attending: <u>58</u>
Number of female chaperones attending: <u>4</u>	Number of male chaperones attending: <u>6</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\$ 47,000.00
Funding source: SkillsUSA acct. / SkillsUSA Chpt. 211 Foundation.

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>Joseph Williams</u>	<u>[Signature]</u>	<u>3/5/18</u>
Director (Print name)	Signature	Date
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>Paso Robles High School AVID</u>	Student Grade(s) attending: <u>11th</u>
Destination: <u>CSU Channel Island, UC Santa Barbara</u>	
Dates/Times:	
Leave Day: <u>Monday</u> Date: <u>4/23/18</u> Time: <u>7:00</u> A.M. Return: <u>Monday</u> Date: <u>4/23/18</u> Time: <u>7:00</u> P.M.	
School Day: <u>Yes</u>	
Purpose of trip: <u>AVID visit to 2 college campuses CSU Channel Island and University California Santa Barbara.</u>	
(Number of students will depend on size of bus)	
Brief Itinerary: <u>Head to CSU Channel Island for a 10:00 short tour of campus. Leave at 11:00 Head to UC Santa Barbara, arrive at 12:00 for lunch and a 2:00 tour. Head home around 5:00.</u>	
Name of Requestor(s)/Teacher(s): <u>Jim Steaffens, Kevin Leclair</u> Date: <u>2/14/18</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>33</u>	Number of male students attending: <u>18</u>
Number of female chaperones attending: <u>3</u>	Number of male chaperones attending: <u>2</u>

Type of transportation: <u>Charter Bus</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>1,700.00</u>	
Funding source: <u>AVID</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.

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<u>Joseph Williams</u>	<u>[Signature]</u>	<u>3/5/18</u>
Director (Print name)	Signature	Date
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