

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 - Baseball</u>	Student Grade(s) attending: <u>09-12</u>
Destination: <u>CIF Post-season 5/15, 5/16, 5/17, 5/18, 5/22, 5/25, 5/29 - 150 miles</u>	
Dates/Times:	
Leave Day: <u>Tuesday</u> Date: <u>TBA</u> Time: <u>8:00</u> A.M. Return: <u>Saturday</u> Date: <u>TBA</u> Time: <u>11:00</u> P.M.	
School Day: <u>Yes</u>	
Purpose of trip: <u>CIF Post-season competition</u>	
Brief Itinerary: <u>Leave PRHS @ 8:00 a.m, stop for lunch, drive to site, play competition, depart for PRHS once competition is complete</u>	
Name of Requestor(s)/Teacher(s): <u>Derek Stroud</u> Date: <u>March 9, 2018</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: _____	Number of male students attending: <u>18</u>
Number of female chaperones attending: _____	Number of male chaperones attending: <u>3</u>

Type of transportation: District Van 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\$ 750.00  
Funding source: Transportation - Bearcat Athletic Boosters, Food - ASB Baseball

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

Rich Clape  
Director (Print name)  
John Gaviola  
Chief Officer (Print name)

R Clape  
Signature  
[Signature]  
Signature

3-12-18  
Date  
3/12/18  
Date

PRJUSD BOARD ACTION

YOUR FIELD TRIP HAS BEEN: ☐ APPROVED ☐ DENIED

ORIGINAL

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

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PLEASE TYPE IN INFORMATION

School Site/Organization: <u>PRHS - Softball</u>	Student Grade(s) attending: <u>09-12</u>
Destination: <u>CIF Post-season 5/15, 5/17, 5/22, 5/24, 5/29 - 150 miles</u>	
Dates/Times:	
Leave Day: <u>Tuesday</u> Date: <u>TBA</u> Time: <u>8:00</u> AM	Return: <u>Saturday</u> Date: <u>TBA</u> Time: <u>11:00</u> PM
School Day: <u>Yes</u>	
Purpose of trip: <u>CIF Post-season competition</u>	
Brief Itinerary: <u>Leave PRHS @ 8:00 a.m, stop for lunch, drive to site, play competition, depart for PRHS once competition is complete</u>	
Name of Requestor(s)/Teacher(s): <u>Billy Tidwell</u> Date: <u>March 9, 2018</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>14</u>	Number of male students attending: _____
Number of female chaperones attending: <u>2</u>	Number of male chaperones attending: <u>2</u>

Type of transportation: District Van 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\$ 750.00  
Funding source: Transportation - Bearcat Athletic Boosters, Food - ASB Softball

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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Director (Print name)

Chief Officer (Print name)

Signature

Signature

Date

Date

PRJUSD BOARD ACTION

YOUR FIELD TRIP HAS BEEN:

☐ APPROVED

☐ DENIED

ORIGINAL

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

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PLEASE TYPE IN INFORMATION

School Site/Organization: <u>PRHS - Boys Volleyball</u>	Student Grade(s) attending: <u>10-12</u>
Destination: <u>CIF Post-season 5/5, 5/8, 5/10, 5/12, 5/16 - 150 miles</u>	
Dates/Times:	
Leave Day: <u>Tuesday</u> Date: <u>TBA</u> Time: <u>12:00</u> P.M.	Return: <u>Saturday</u> Date: <u>TBA</u> Time: <u>11:00</u> P.M.
School Day: <u>Yes</u>	
Purpose of trip: <u>CIF Post-season competition</u>	
Brief Itinerary: <u>Leave PRHS @ 12:00 p.m, stop for lunch, drive to site, play competition, depart for PRHS once competition is complete</u>	
Name of Requestor(s)/Teacher(s): <u>Andrew Nenow</u> Date: <u>March 9, 2018</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: _____	Number of male students attending: <u>11</u>
Number of female chaperones attending: _____	Number of male chaperones attending: <u>2</u>

Type of transportation: District Van 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 \$ 750.00  
Funding source: Transportation - Bearcat Athletic Boosters. Food - ASB Volleyball

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>Rich Clape</u> Director (Print name)	<u>R Clape</u> Signature	<u>3-12-18</u> Date
<u>Jim Garola</u> Chief Officer (Print name)	<u>[Signature]</u> Signature	<u>3/12/18</u> Date

PRJUSD BOARD ACTION

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

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PLEASE TYPE IN INFORMATION

School Site/Organization: <u>PRHS - Swim &amp; Dive</u>		Student Grade(s) attending: <u>09-12</u>	
Destination: <u>CIF Post-season 5/7, 5/8, 5/9, 5/10, 5/11, 5/12 5/18, 5/19 - overnight &amp; 150 miles</u>			
Dates/Times:			
Leave Day: <u>Monday</u>	Date: <u>TBA</u>	Time: <u>10:00</u> <small>AM</small>	Return: <u>Saturday</u> Date: <u>TBA</u> Time: <u>11:00</u> <small>P.M.</small>
School Day: <u>Yes</u>			
Purpose of trip: <u>CIF Post-season competition</u>			
Brief Itinerary: <u>Leave PRHS @ 10:00 a.m, stop for lunch, arrive at hotel, lights out at 10:00 p.m.</u>			
<u>Wake up, have breakfast, participate in competition, depart for PRHS once competition is complete</u>			
Name of Requestor(s)/Teacher(s): <u>Michael Sauret &amp; Donna McRoy</u> Date: <u>March 9, 2018</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>20</u>	Number of male students attending: <u>17</u>
Number of female chaperones attending: <u>1</u>	Number of male chaperones attending: <u>2</u>

Type of transportation: District Van 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\$ 2,000.00  
 Funding source: Transportation - Bearcat Athletic Boosters, Hotel & Food - ASB Swim & Dive

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>Rich Claf</u> Director (Print name)	<u>[Signature]</u> Signature	<u>3-12-18</u> Date
<u>Jen Gamola</u> Chief Officer (Print name)	<u>[Signature]</u> Signature	<u>3/12/18</u> Date

### PRJUSD BOARD ACTION

YOUR FIELD TRIP HAS BEEN: ☐ APPROVED ☐ DENIED



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

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PLEASE TYPE IN INFORMATION

School Site/Organization: PRHS - Track & Field Student Grade(s) attending: 10-12  
 Destination: CIF Post-season 5/12, 5/19, 5/26, 6/1 & 6/2 - overnight & 150 miles  
 Dates/Times:  
 Leave Day: Friday Date: TBA Time: 4:00 P.M. Return: Saturday Date: TBA Time: 11:00 P.M.  
 School Day: Yes  
 Purpose of trip: CIF Post-season competition  
 Brief Itinerary: Leave PRHS @ 4:00 p.m, Arrive at hotel, check-in, Have dinner, Lights out at hotel @ 10:00 p.m.  
Saturday morning wake up, have breakfast, drive to site, compete, depart for PRHS once athletic competition is complete.  
 Name of Requestor(s)/Teacher(s): Anthony Overton Date: March 9, 2018

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: 5 Number of male students attending: 7  
 Number of female chaperones attending: 2 Number of male chaperones attending: 3

Type of transportation: District Van 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\$ 1,000.00  
 Funding source: Transportation - Bearcat Athletic Boosters. Hotel & Food - ASB Track & Field

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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Director (Print name) R. Chfr Signature R. Chfr Date 3-12-18  
 Chief Officer (Print name) [Signature] Signature [Signature] Date 3/12/18

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PLEASE TYPE IN INFORMATION

School Site/Organization: <u>PRHS - men's tennis</u>	Student Grade(s) attending: <u>9-12</u>
Destination: <u>CIF Playoffs - 05/08, 05/09, 05/10, 05/14, 05/16, 05/18</u>	
Dates/Times:	
Leave Day: <u>Tuesday</u> Date: <u>TBD</u> Time: <u>8:30</u> A.M. Return: <u>SELECT</u> Date: <u>TBD</u> Time: <u>10:00</u> P.M.	
School Day: <u>Yes</u>	
Purpose of trip: <u>CIF Playoff Competition</u>	
Brief Itinerary: <u>Depart PRHS @ 8:30 a.m, stop for lunch, participate in CIF competition, stop for dinner, return back to PRHS</u>	
Name of Requestor(s)/Teacher(s): <u>Laura Clowes</u> Date: <u>April 17, 2018</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: _____	Number of male students attending: <u>12</u>
Number of female chaperones attending: <u>1</u>	Number of male chaperones attending: <u>1</u>

Type of transportation: <u>District Van</u>	If other explain: _____
<b>**if private auto, proof of insurance must be filed with District Business Office</b>	
A request for transportation MUST be sent to the Transportation Department including the use of charter transportation.	
Total Cost of Trip\$ <u>500.00</u>	
Funding source: <u>Transportation &amp; Food- PRHS Athletic Boosters</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>Jen Gandola</u>	<u>[Signature]</u>	<u>4/13/18</u>
Director (Print name)	Signature	Date
<u>Jen Gandola</u>	<u>[Signature]</u>	<u>4/13/18</u>
Chief Officer (Print name)	Signature	Date

PRJUSD BOARD ACTION

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