

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>PRJSUD Migrant Education</u>	Student Grade(s) attending: <u>3-6</u>
Destination: <u>Rancho El Chorro Outdoor School</u>	
Dates/Times:	
Leave Day: <u>Monday</u> Date: <u>6/18/18</u> Time: <u>8:30</u> A.M. Return: <u>Friday</u> Date: <u>6/22/18</u> Time: <u>1:00</u> P.M.	
School Day: <u>No</u>	
Purpose of trip: <u>To provide supplemental science education to migratory children in an outdoor education setting.</u>	
Brief Itinerary: <u>Students will be picked up and bussed to Rancho El Chorro where they will spend 4 nights learning science in an outdoor setting. They will return on Friday to Paso Robles.</u>	
Name of Requestor(s)/Teacher(s): <u>Heather Stover and Rosario Farias</u> Date: <u>May 31, 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: 17

Number of male students attending: 25

Number of female chaperones attending: Migrant Mini Corps (3)

Number of male chaperones attending: Migrant Mini Corps (4)

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\$ 17,094.00

Funding source: 01-3061-0-5713-0000-3130-031-0000-0000

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>6/4/18</u>
Director (Print name)	Signature	Date
<u>CAROL KENTON</u>		<u>6.4.18</u>
Chief Officer (Print name)	Signature	Date

PRJSUD BOARD ACTION

YOUR FIELD TRIP HAS BEEN:

☐ APPROVED

☐ DENIED