

**ORIGINAL****RECEIVED**

JUN 05 2018

BY: .....

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: PRHS Student Grade(s) attending: 11-12

Destination: Rancho Marino UC Reserve in Cambria

Dates/Times:

Leave Day: ☒ Saturday Date: 7/17 Time: 8 AM Return: ☒ Sunday Date: 7/18 Time: 3 PM

School Day: ☒ No

Purpose of trip: Part of the FSC Summer Santa Cruz Island program. This trip to Rancho Marino is to pair with UC students who are working on ecological research projects as part of a 10 week UC Program.

Brief Itinerary: Travel to Cambria, Set up camp, then partner with UC stuents on eco-monitoring projects. Assist in the preparation of a research proposal, then assist with data colletion. Spend one night at the reserve, then head home the next day.

Name of Requestor(s)/Teacher(s): DiMaggio Date: May 24

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: 14Number of male students attending: 4Number of female chaperones attending: 3Number of male chaperones attending: 2Type 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\$ 200.00Funding source: FSC Program

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

Joseph Williams

Director (Print name)

Signature

Date

CAROL KENYON

Chief Officer (Print name)

Signature

Date

**PRJUSD BOARD ACTION**

YOUR FIELD TRIP HAS BEEN:

☐ APPROVED☐ DENIED