

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 - Women's Volleyball</u>	Student Grade(s) attending: <u>9,10,11</u>
Destination: <u>Adolfo Camarillo High School, Camarillo, Ca. (over 150 miles)</u>	
Dates/Times:	
Leave Day: <u>Saturday</u> Date: <u>09/22/18</u> Time: <u>5:00</u> A.M. Return: <u>Saturday</u> Date: <u>09/22/18</u> Time: <u>8:00</u> P.M.	
School Day: <u>No</u>	
Purpose of trip: <u>Preseason competition to prepare us for the season</u>	
Brief Itinerary: <u>Depart PRHS @ 5:00 a.m. Arrive at Adolfo Camarillo HS @ 8:00 a.m. Compete in competition, Have lunch/dinner, Depart for PRHS immediately following, Return to PRHS by 8:00 p.m.</u>	
Name of Requestor(s)/Teacher(s): <u>Sophie Flemion</u> Date: <u>07/02/18</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>14</u>	Number of male students attending: _____
Number of female chaperones attending: <u>3</u>	Number of male chaperones attending: _____

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\$ 500.00
Funding source: PRJUSD District Athletics

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>Rich Clayton</u>	<u>R Clayton</u>	<u>7.17.18</u>
Director (Print name)	Signature	Date
<u>Carol Kenyon</u>	<u>Carol Kenyon</u>	<u>8.3.18</u>
Chief Officer (Print name)	Signature	Date

PRJUSD BOARD ACTION

YOUR FIELD TRIP HAS BEEN: ☐ APPROVED ☐ DENIED

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Destination: <u>Adolfo Camarillo High School, Camarillo, Ca. (over 150 miles)</u>	
Dates/Times:	
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<u>Rich Clayton</u>	<u>R. Clark</u>	<u>7-17-18</u>
Director (Print name)	Signature	Date
<u>Carol Kenyon</u>	<u>Carol Kenyon</u>	<u>8.3.18</u>
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