

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 FFA</u>	Student Grade(s) attending: <u>10-11</u>
Destination: <u>Hearst San Simeon State Park</u>	
Dates/Times:	
Leave Day: <u>Friday</u> Date: <u>8/24/18</u> Time: <u>4:00</u> P.M. Return: <u>Sunday</u> Date: <u>8/26/18</u> Time: <u>2:00</u> P.M.	
School Day: <u>No</u>	
Purpose of trip: <u>Paso Robles FFA Officer Team Retreat and Team Building Camp</u>	
Brief Itinerary: <u>Leave PRHS after school and set up camp in San Simeon Friday evening. Saturday and Sunday morning will consist of team build activities that is meant for our team to get to know one another better and work together as a team</u>	
Name of Requestor(s)/Teacher(s): <u>Justin Pickard</u> Date: <u>6/20/2018</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>5</u>	Number of male students attending: <u>1</u>
Number of female chaperones attending: <u>3</u>	Number of male chaperones attending: <u>1</u>

Type of transportation Other If other explain: District truck and Justin Pickard's personal truck  
\*\*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\$ 450.00  
Funding source: Agriculture Incentive Grant

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]  
Signature

6/26/18  
Date

Carol Kenyon  
Chief Officer (Print name)

[Signature]  
Signature

8-3-18  
Date

PRJUSD BOARD ACTION

YOUR FIELD TRIP HAS BEEN:

☐ APPROVED

☐ DENIED

ORIGINAL

PASO ROBLES JOINT UNIFIED SCHOOL DISTRICT  
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PLEASE TYPE IN INFORMATION

School Site/Organization: PRHS - Women's Water Polo Student Grade(s) attending: 10-12  
Destination: Tulare Union High School - Tulare, Ca  
Dates/Times:  
Leave Day: Friday Date: 8/24/18 Time: 12:00 P.M. Return: Saturday Date: 8/25/18 Time: 8:00 P.M.  
School Day: ☒ Yes  
Purpose of trip: Preseason competition to prepare us for the season

Brief Itinerary: Depart PRHS @ 12:00 p.m. Arrive at Tulare Union HS @ 2:00 p.m. Compete in competition. Arrive at hotel @ 8:00 p.m.  
Have dinner nearby @ 8:30 p.m. Lights out @ 10:00 p.m. Saturday 8/25/18: Wake up @ 6:30 a.m. Have team breakfast at hotel @ 7:00 a.m.  
Compete in competition. Depart immediately following competition for PRHS. Arrive to PRHS around 8:00 p.m.

Name of Requestor(s)/Teacher(s): Grant East Date: July 13, 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: 18 Number of male students attending: \_\_\_\_\_  
Number of female chaperones attending: 2 Number of male chaperones attending: 1

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: PRJUSD District Athletics & PRHS Bearcat Athletic Booster - Women's Water Polo

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

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Rich Clayton  
Director (Print name)

R. Clark  
Signature

7-17-18  
Date

Carol Kenyon  
Chief Officer (Print name)

Carol Kenyon  
Signature

8.3.18  
Date

PRJUSD BOARD ACTION

YOUR FIELD TRIP HAS BEEN: ☐ APPROVED ☐ DENIED

ORIGINAL

PASO ROBLES JOINT UNIFIED SCHOOL DISTRICT  
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PLEASE TYPE IN INFORMATION

School Site/Organization: <u>PRHS - Men's Water Polo</u>	Student Grade(s) attending: <u>10-12</u>
Destination: <u>Fresno High School - Fresno, Ca</u>	
Dates/Times:	
Leave Day: <u>Friday</u> Date: <u>8/31/18</u> Time: <u>12:00</u> P.M. Return: <u>Saturday</u> Date: <u>9/1/18</u> Time: <u>8:00</u> P.M.	
School Day: <input checked="" type="checkbox"/> Yes	
Purpose of trip: <u>Preseason competition to prepare us for the season</u>	
Brief Itinerary: <u>Depart PRHS @ 12:00 p.m. Arrive at Fresno HS @ 2:00 p.m. Compete in competition. Arrive at hotel @ 8:00 p.m. Have dinner nearby @ 8:30 p.m. Lights out @ 10:00 p.m. Saturday 9/1/18: Wake up @ 6:30 a.m. Have team breakfast at hotel @ 7:00 a.m. Compete in competition. Depart immediately following competition for PRHS. Arrive to PRHS around 8:00 p.m.</u>	
Name of Requestor(s)/Teacher(s): <u>Duane McRoy</u>	Date: <u>July 13, 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: 18  
Number of female chaperones attending: 1 Number of male chaperones attending: 2

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: PRJUSD District Athletics & PRHS Bearcat Athletic Booster - Men's Water Polo

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

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☐ Not Applicable - Chaperones are Paso Robles Joint Unified School District Staff

<u>Roh Clapp</u>	<u>R Clapp</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

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: PRHS - Women's Water Polo Student Grade(s) attending: 10-12

Destination: Clovis West High School - Fresno, Ca

Dates/Times:

Leave Day: Friday Date: 8/31/18 Time: 12:00 P.M. Return: Saturday Date: 9/1/18 Time: 8:00 P.M.

School Day: ☒ Yes

Purpose of trip: Preseason competition to prepare us for the season

Brief Itinerary: Depart PRHS @ 12:00 p.m., Arrive at Clovis West HS @ 2:00 p.m., Compete in competition, Arrive at hotel @ 8:00 p.m.

Have dinner nearby @ 8:30 p.m., Lights out @ 10:00 p.m., Saturday 9/1/18: Wake up @ 6:30 a.m., Have team breakfast at hotel @ 7:00 a.m.

Compete in competition, Depart immediately following competition for PRHS, Arrive to PRHS around 8:00 p.m.

Name of Requestor(s)/Teacher(s): Grant East Date: July 13, 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: 18 Number of male students attending: \_\_\_\_\_

Number of female chaperones attending: 2 Number of male chaperones attending: 1

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: PRJUSD District Athletics & PRHS Bearcat Athletic Booster - Women's Water Polo

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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Rich Clayton

Director (Print name)

R. Clayton

Signature

7-17-18

Date

Carol Kenyon

Chief Officer (Print name)

Carol Kenyon

Signature

8.3.18

Date

PRJUSD BOARD ACTION

YOUR FIELD TRIP HAS BEEN:

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PASO ROBLES JOINT UNIFIED SCHOOL DISTRICT  
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PLEASE TYPE IN INFORMATION

School Site/Organization: <u>PRHS Women's Tennis</u>	Student Grade(s) attending: <u>9-12</u>
Destination: <u>Buchanan High School, Clovis, Ca.</u>	
Dates/Times:	
Leave Day: <u>Friday</u> Date: <u>09/07/18</u> Time: <u>7:00</u> A.M. Return: <u>Saturday</u> Date: <u>09/08/18</u> Time: <u>5:00</u> P.M.	
School Day: <input checked="" type="checkbox"/> Yes	
Purpose of trip: <u>women's tennis players competing in preseason competition to prepare themselves for the postseason</u>	
Brief Itinerary: <u>Depart PRHS @ 7:00 a.m. on 09/07/18, Arrive at hotel @ 5:15 p.m., Have dinner nearby @ 6:00 p.m., Lights out @ 10:00 p.m.</u>	
<u>Saturday 09/08/18: Wake up @ 6:30 a.m., Team breakfast at hotel @ 7:00 a.m., Depart for competition, Compete in competition,</u>	
<u>Have lunch/dinner, Depart for PRHS immediately following competition, Arrive to PRHS by 5:00 p.m. on 09/08/18</u>	
Name of Requestor(s)/Teacher(s): <u>Laura Clowes</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>12</u>	Number of male students attending: _____
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>1,000.00</u>	
Funding source: <u>PRJUSD District Athletics, PRHS Bearcat Athletic Boosters - Women's Tennis</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.

FOR DISTRICT OFFICE USE ONLY

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☐ 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

ORIGINAL

PASO ROBLES JOINT UNIFIED SCHOOL DISTRICT  
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PLEASE TYPE IN INFORMATION

School Site/Organization: <u>PRHS - Men's Water Polo</u>	Student Grade(s) attending: <u>10-12</u>
Destination: <u>Sunnyside High School - Fresno, Ca</u>	
Dates/Times:	
Leave Day: <u>Friday</u> Date: <u>9/14/18</u> Time: <u>12:00</u> P.M.	Return: <u>Saturday</u> Date: <u>9/15/18</u> Time: <u>8:00</u> P.M.
School Day: <input checked="" type="checkbox"/> Yes	
Purpose of trip: <u>Preseason competition to prepare us for the season</u>	
Brief Itinerary: <u>Depart PRHS @ 12:00 p.m, Arrive at Sunnyside HS @ 2:00 p.m, Compete in competition, Arrive at hotel @ 8:00 p.m.</u>	
<u>Have dinner nearby @ 8:30 p.m, Lights out @ 10:00 p.m, Saturday 9/15/18: Wake up @ 6:30 a.m, Have team breakfast at hotel @ 7:00 p.m.</u>	
<u>Compete in competition, Depart immediately following competition for PRHS, Arrive to PRHS around 8:00 p.m.</u>	
Name of Requestor(s)/Teacher(s): <u>Duane McRoy</u>	Date: <u>July 13, 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: <u>1</u>	Number of male chaperones attending: <u>2</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>1,000.00</u>	
Funding source: <u>PRJUSD District Athletics &amp; PRHS Bearcat Athletic Booster - Men's Water Polo</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.

FOR DISTRICT OFFICE USE ONLY

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☐ Not Applicable - Chaperones are Paso Robles Joint Unified School District Staff

<u>R. Claff</u>	<u>R. Claff</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

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

ORIGINAL

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PLEASE TYPE IN INFORMATION

School Site/Organization: <u>PRHS - Women's Volleyball</u>	Student Grade(s) attending: <u>9-12</u>
Destination: <u>Clovis North High School, Fresno, Ca.</u>	
Dates/Times:	
Leave Day: <u>Friday</u> Date: <u>09/21/18</u> Time: <u>10:00</u> A.M. Return: <u>Saturday</u> Date: <u>09/22/18</u> Time: <u>6:00</u> P.M.	
School Day: <input checked="" type="checkbox"/> Yes	
Purpose of trip: <u>Preseason competition to prepare us for the season</u>	
Brief Itinerary: <u>Depart PRHS @ 10:00 a.m. Arrive at Clovis North HS @ 12:00 p.m. Compete in competition, Arrive at hotel @ 6:00 p.m. Have dinner nearby @ 7:00 p.m. Lights out @ 10:00 p.m. Saturday 09/22/18: Wake up at 6:30 a.m. Have team breakfast at hotel @ 7:00 a.m. Compete in competition, Depart immediately following competition for PRHS, Arrive to PRHS around 6:00 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>17</u>	Number of male students attending: _____
Number of female chaperones attending: <u>3</u>	Number of male chaperones attending: _____

Type of transportation: <u>District Van</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>1,000.00</u>	
Funding source: <u>PRJUSD District Athletics &amp; PRHS Bearcat Athletic Booster - Women's Volleyball</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.

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> Director (Print name)	<u>R Clayton</u> Signature	<u>7-17-18</u> Date
<u>Carol Kenyon</u> Chief Officer (Print name)	<u>Carol Kenyon</u> Signature	<u>8.3.18</u> Date

PRJUSD BOARD ACTION

YOUR FIELD TRIP HAS BEEN: ☐ APPROVED ☐ DENIED

ORIGINAL

PASO ROBLES JOINT UNIFIED SCHOOL DISTRICT  
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PLEASE TYPE IN INFORMATION

School Site/Organization: <u>PRHS Student Cross Country</u>	Student Grade(s) attending: <u>9-12</u>
Destination: <u>Stanford University - Palo Alto, Ca.</u>	
Dates/Times:	
Leave Day: <u>Friday</u> Date: <u>09/28/18</u> Time: <u>3:15</u> P.M.	Return: <u>Saturday</u> Date: <u>09/29/18</u> Time: <u>8:00</u> P.M.
School Day: <input checked="" type="checkbox"/> Yes	
Purpose of trip: <u>Cross Country runners competing in preseason competition to prepare themselves for the postseason.</u>	
Brief Itinerary: <u>Depart PRHS @ 3:15 p.m. on 09/28/18. Arrive at hotel @ 6:15 p.m. Have dinner nearby @ 7:00 p.m. Lights out @ 10:00 p.m.</u>	
<u>Saturday 09/29/18: Wake up @ 6:30 a.m. Team breakfast at the hotel at 7:00 a.m. Depart for race at Stanford University. Compete in race.</u>	
<u>Have lunch/dinner. Depart for PRHS immediately following race. Arrive to PRHS by 8:00 p.m. on 09/29/18</u>	
Name of Requestor(s)/Teacher(s): <u>Ivan Huff</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>7</u>	Number of male students attending: <u>10</u>
Number of female chaperones attending: <u>1</u>	Number of male chaperones attending: <u>3</u>

Type of transportation: <u>District Van</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>1,000.00</u>	
Funding source: <u>PRJUSD District Athletics, PRHS Athletic Boosters - Cross Country</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.

## FOR DISTRICT OFFICE USE ONLY

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☐ 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



PASO ROBLES JOINT UNIFIED SCHOOL DISTRICT  
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PLEASE TYPE IN INFORMATION

School Site/Organization: PRHS Student Cross Country Student Grade(s) attending: 9-12

Destination: Woodward Park - Fresno, Ca.

Dates/Times:

Leave Day: Friday Date: 10/05/18 Time: 3:15 P.M. Return: Saturday Date: 10/06/18 Time: 5:00 P.M.

School Day: Yes

Purpose of trip: Cross Country runners competing in preseason competition to prepare themselves for the postseason

Brief Itinerary: Depart PRHS @ 3:15 p.m. on 10/05/18. Arrive at hotel @ 5:15 p.m. Have dinner nearby @ 6:00 p.m. Lights out @ 10:00 p.m.

Saturday 10/06/18: Wake up @ 6:30 a.m. Team breakfast at the hotel at 7:00 a.m. Depart for race at Woodward Park. Compete in race.

Have lunch/dinner. Depart for PRHS immediately following race. Arrive to PRHS by 5:00 p.m. on 10/06/18

Name of Requestor(s)/Teacher(s): Ivan Huff Date: 07/02/18

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: 7

Number of male students attending: 10

Number of female chaperones attending: 1

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: PRJUSD District Athletics, PRHS Bearcat Athletic Boosters - Cross Country

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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☐ Not Applicable - Chaperones are Paso Robles Joint Unified School District Staff

Rich Clayton  
Director (Print name)

R Clayton  
Signature

7-17-18  
Date

Carol Kenyon  
Chief Officer (Print name)

Carol Kenyon  
Signature

8-3-18  
Date

PRJUSD BOARD ACTION

YOUR FIELD TRIP HAS BEEN:

☐ APPROVED

☐ DENIED

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DAY TRIPS OVER 150 MILES ONE WAY

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PLEASE TYPE IN INFORMATION

School Site/Organization: PRHS Student Cross Country Student Grade(s) attending: 9-12

Destination: Woodward Park - Fresno, Ca.

Dates/Times:

Leave Day: Wednesday Date: 11/14/18 Time: 3:15 P.M. Return: Thursday Date: 11/15/18 Time: 5:00 P.M.

School Day: ☒ Yes

Purpose of trip: Cross Country runners competing in CIF Central Section Grand Masters Championships

Brief Itinerary: Depart PRHS @ 3:15 p.m. on 11/14/18. Arrive at hotel @ 5:15 p.m. Have dinner nearby @ 6:00 p.m. Lights out @ 10:00 p.m.

Thursday 11/15/18: Wake up @ 6:30 a.m. Team breakfast at the hotel at 7:00 a.m. Depart for race at Woodward Park. Compete in race.

Have lunch/dinner. Depart for PRHS immediately following race. Arrive to PRHS by 5:00 p.m. on 11/15/18

Name of Requestor(s)/Teacher(s): Ivan Huff Date: 07/02/18

**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: 7

Number of male students attending: 10

Number of female chaperones attending: 1

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: PRJUSD District Athletics, PRHS Bearcat Athletic Boosters - Cross Country

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 Clayton  
Director (Print name)

R Clayton  
Signature

7-17-18  
Date

Carol Kenyon  
Chief Officer (Print name)

Carol Kenyon  
Signature

8/3/18  
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

(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 Cross Country Student Grade(s) attending: 9-12

Destination: Woodward Park - Fresno, Ca.

Dates/Times:

Leave Day: Friday Date: 11/23/18 Time: 3:15 P.M. Return: Saturday Date: 11/24/18 Time: 5:00 P.M.

School Day: ☒ Yes

Purpose of trip: Cross Country runners competing in CIF California State Championships

Brief Itinerary: Depart PRHS @ 3:15 p.m. on 11/23/18. Arrive at hotel @ 5:15 p.m. Have dinner nearby @ 6:00 p.m. Lights out @ 10:00 p.m.

Saturday 11/24/18: Wake up @ 6:30 a.m. Team breakfast at the hotel at 7:00 a.m. Depart for race at Woodward Park. Compete in race.

Have lunch/dinner. Depart for PRHS immediately following race. Arrive to PRHS by 5:00 p.m. on 11/24/18

Name of Requestor(s)/Teacher(s): Ivan Huff Date: 07/02/18

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: 7

Number of male students attending: 10

Number of female chaperones attending: 1

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: PRJUSD District Athletics, PRHS Bearcat Athletic Boosters - Cross Country

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 Clayton  
Director (Print name)

R. Clayton  
Signature

7-17-18  
Date

Carol Kenyon  
Chief Officer (Print name)

Carol Kenyon  
Signature

8/3/18  
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

(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 Student Cross Country</u>	Student Grade(s) attending: <u>9-12</u>
Destination: <u>Mt. San Antonio College - Walnut, Ca.</u>	
Dates/Times:	
Leave Day: <u>Friday</u> Date: <u>10/19/18</u> Time: <u>3:15</u> P.M. Return: <u>Saturday</u> Date: <u>10/20/18</u> Time: <u>10:00</u> P.M.	
School Day: <u>Yes</u>	
Purpose of trip: <u>Cross Country runners competing in preseason competition to prepare themselves for the postseason.</u>	
Brief Itinerary: <u>Depart PRHS @ 3:15 p.m. on 10/19/18. Arrive at hotel @ 7:30 p.m. Have dinner nearby @ 8:00 p.m. Lights out @ 10:00 p.m.</u>	
<u>Saturday 10/20/18: Wake up @ 6:30 a.m. Team breakfast at the hotel at 7:00 a.m. Depart for race at Mt. San Antonio College. Compete in race.</u>	
<u>Have lunch/dinner. Depart for PRHS immediately following race. Arrive to PRHS by 10:00 p.m. on 10/20/18</u>	
Name of Requestor(s)/Teacher(s): <u>Ivan Huff</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>7</u>	Number of male students attending: <u>10</u>
Number of female chaperones attending: <u>1</u>	Number of male chaperones attending: <u>3</u>

Type of transportation: <u>District Van</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>1,000.00</u>	
Funding source: <u>PRJUSD District Athletics, PRHS Bearcat Athletic Boosters - Cross Country</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.

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