

RECEIVED

AUG 31 2018

BY: Pa

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>Paso Robles</u>	Student Grade(s) attending: <u>10-12</u>
Destination: <u>Cambria - Rancho Marino UC Reserve</u>	
Dates/Times:	
Leave Day: <u>Friday</u> Date: <u>10/26/18</u> Time: <u>4:30 PM</u>	Return: <u>Saturday</u> Date: <u>10/27/18</u> Time: <u>11:00 AM</u>
School Day: <u>No</u>	
Purpose of trip: <u>Final data collection trip for the FSC course. Overnight campout at UC Reserve coincides with another UC course that will also be at the site. Students will be able to meet other researchers from across the UC system.</u>	
Brief Itinerary: <u>Depart PRHS, drive to Cambria, set up tents at UC Reserve. Unpack transects and quadrats, hike down to the intertidal while the tide is retreating. Collect measurements and species counts, following protocol established by NOAA and BOEM researchers. Discuss research projects with UC personel on site, cook dinner, sleep. Return to PRHS in morning to enter data.</u>	
Name of Requestor(s)/Teacher(s): <u>Jon-Paul Ewing</u>	Date: <u>8/28/2018</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: 7

Number of male students attending: 7

Number of female chaperones attending: 1

Number of male chaperones attending: 1

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>300.00</u>	
Funding source: <u>FSC Budget Code: 01-0709-0-5713-1110-1000-031-3103-0000</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>JOSEPH WILLIAMS</u>	<u>[Signature]</u>	<u>8/31/18</u>
Director (Print name)	Signature	Date
<u>CAROL KENYON</u>	<u>[Signature]</u>	<u>8-31-18</u>
Chief Officer (Print name)	Signature	Date

PRJUSD BOARD ACTION

YOUR FIELD TRIP HAS BEEN:

☐ APPROVED☐ DENIED