

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 - Drama</u>		Student Grade(s) attending: <u>10-12</u>	
Destination: <u>DTASC Theatre Festival : Canyon High School 19300 Nadal St. Santa Clarita, 91351</u>			
Dates/Times:			
Leave Day: <u>Friday</u>	Date: <u>10/19/18</u>	Time: <u>4:00</u>	P.M. Return: <u>Saturday</u>
	Date: <u>10/20/18</u>	Time: <u>11:30</u>	P.M.
School Day: <u>No</u>			
Purpose of trip: <u>DTASC is the Drama TEachers Association of Southern California and they hold a fall festival where students can compete in different acting categories.</u>			
Brief Itinerary: <u>Leave Friday after 7th period, stop for dinner, get down to Santa Clarita check into a hotel. Saturday morning head to the competition from 7 AM - 9:30 PM. Come back to Paso.</u>			
Name of Requestor(s)/Teacher(s): <u>Marcy Goodnow</u>			Date: <u>9/5/18</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>18</u>	Number of male students attending: <u>10</u>
Number of female chaperones attending: <u>2</u>	Number of male chaperones attending: <u>1</u>

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\$ 5,000.00
Funding source: ASB Drama

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>Robert Williams</u> Director (Print name)	<u>[Signature]</u> Signature	<u>9/27/18</u> Date
<u>CAROL KENTON</u> Chief Officer (Print name)	<u>[Signature]</u> Signature	<u>9.17.18</u> Date

PRJUSD BOARD ACTION

YOUR FIELD TRIP HAS BEEN: ☐ APPROVED ☐ DENIED

RECEIVED

SEP 12 2018

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DAY TRIPS OVER 150 MILES ONE WAY

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PLEASE TYPE IN INFORMATION

School Site/Organization: <u>Paso Robles High School FFA</u>	Student Grade(s) attending: <u>10-11</u>
Destination: <u>Hollister, CA</u>	
Dates/Times:	
Leave Day: <u>Saturday</u> Date: <u>10/13/18</u> Time: <u>8:00</u> A.M. Return: <u>Sunday</u> Date: <u>10/14/18</u> Time: <u>3:00</u> P.M.	
School Day: <u>No</u>	
Purpose of trip: <u>2018 South Coast Region FFA, Chapter Officer Leadership Conference</u>	
Brief Itinerary: <u>Depart Paso Robles Saturday morning, arrive and register students. Students participate in conference all day with curfew by 10:30 PM. Conference resumes Sunday morning. Ag teachers will concurrently be attending Regional CATA meeting on Sunday morning. We will leave Hollister by 12:00PM and return to Paso Robles around 3:00PM</u>	
Name of Requestor(s)/Teacher(s): <u>Justin Pickard</u>	Date: <u>9/6/2018</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>1</u>	Number of male chaperones attending: <u>1</u>

Type of transportation: <u>Other</u>	If other explain: <u>Enterprise rental vehicle that can hold 8 passengers total</u>
<i>**if private auto, proof of insurance must be filed with District Business Office</i>	
A request for transportation MUST be sent to the Transportation Department including the use of charter transportation.	
Total Cost of Trip\$ <u>800.00</u>	
Funding source: <u>FFA ASB Account/ Agriculture Incentive Grant</u>	

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<u>JOSEPH WILLIAMS</u>	<u>[Signature]</u>	<u>9/17/18</u>
Director (Print name)	Signature	Date
<u>CAROL KENYON</u>	<u>[Signature]</u>	<u>9.17.18</u>
Chief Officer (Print name)	Signature	Date

PRJUSD BOARD ACTION

YOUR FIELD TRIP HAS BEEN: ☐ APPROVED ☐ DENIED