

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: Lewis Middle School Student Grade(s) attending: 7/8
 Destination: Disneyland in Anaheim
 Dates/Times:
 Leave Day: Thursday Date: March 12 Time: 4:00 A.M. Return: Friday Date: March 13 Time: 12:00 A.M.
 School Day: Yes
 Purpose of trip: The leadership students will be participating in a Disneyland Youth Education Series program at the Disneyland Park.
 Brief Itinerary: The students will be broken into small groups and taken, with a cast member, throughout the park and behind the scenes engaging in leadership activities such as team work skills and communication skills.
 Name of Requestor(s)/Teacher(s): Suzanne Hoier Date: 2/18/20

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: 27 Number of male students attending: 9
 Number of female chaperones attending: 6 Number of male chaperones attending: 1

Type of transportation: Charter 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\$ 6,400.00
 Funding source: ASB Leadership

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

N/A Director (Print name) Signature Date
CAROL KENYON Carol Kenyon 2.28.20
 Chief Officer (Print name) Signature Date

PRJUSD BOARD ACTION

YOUR FIELD TRIP HAS BEEN: APPROVED DENIED

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PLEASE TYPE IN INFORMATION

School Site/Organization: Paso Robles High School Student Grade(s) attending: 9-12
 Destination: Dinuba, CA
 Dates/Times:
 Leave Day: Friday Date: March 13 Time: 4:30 P.M. Return: Saturday Date: March 14 Time: 7:00 P.M.
 School Day: Yes
 Purpose of trip: FFA Veterinary Science Contest

 Brief Itinerary: Leave Paso Robles, 4:30pm and head to Dinuba. Stay in Hotel and contest is at 7:00am Saturday morning.
Leave Dinuba High School and return approx 5:00pm to Paso Robles Transportation Dept.

 Name of Requestor(s)/Teacher(s): Amanda Gardner Date: 2-14-2020

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: 4 Number of male students attending: 0
 Number of female chaperones attending: 1 Number of male chaperones attending: 0

Type of transportation: Other Enterprise Rental If other explain: Enterprise Rental
 ***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\$ 460.00
 Funding source: FFA Boosters to pay hotel and transportation fees. FFA to pay the \$25 team registration fee.

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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<u>N/A</u>		
Director (Print name)	Signature	Date
<u>CAROL KENYON</u>	<u>Carol Kenyon</u>	<u>2.20.20</u>
Chief Officer (Print name)	Signature	Date

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PLEASE TYPE IN INFORMATION

School Site/Organization: Paso Robles FFA (PRHS) Student Grade(s) attending: 9th and 10th
 Destination: Anaheim, CA for the California State FFA Conference
 Dates/Times:
 Leave Day: Thursday Date: April 23, 2020 Time: 8:00 A.M. Return: Sunday Date: April 26, 2020 Time: 7:00 P.M.
 School Day: Yes
 Purpose of trip: California State FFA Leadership Conference. Over 7,000 students in California will attend this conference,
participating in State Delegate workshops, voting on Calif. FFA issues, attending general sessions of Keynote and motivational speakers. General sessions daily.
 Brief Itinerary: Leave Transportation Dept on Thursday morning, depart to Anaheim, CA, Check into Hotel, and at the Conference Center.
Knotts Berry Farm that evening with California FFA. Next 3 days are packed with attending Career Fairs, General Sessions and workshops
Depart Anaheim on Sunday to return to Paso Robles Transportation Dept approx 7:00pm
 Name of Requestor(s)/Teacher(s): Amanda Gardner, Aq Teacher Date: 2/6/2020

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: 14 Number of male students attending: 0
 Number of female chaperones attending: 2 Number of male chaperones attending: 0

Type of transportation: Other If other explain: Enterprise Rental. (2 Suburbans requested please).
 **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\$ 11,295.00
 Funding source: FFA Boosters for Hotels/Transportation. FFA pays Registration/Subs, Aq Incentive Grant pays Per Diem.

All overnight and day trips must be approved by the site Principal and Director prior to submission to the Chief Officer's office.
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 Not Applicable - Chaperones are Paso Robles Joint Unified School District Staff

N/A
 Director (Print name) _____ Signature _____ Date _____
CAROL KENTON _____ Carol Kenton _____ 2.28.20
 Chief Officer (Print name) _____ Signature _____ Date _____

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PLEASE TYPE IN INFORMATION

School Site/Organization: Paso Robles High School Choir Student Grade(s) attending: 9-12
 Destination: Disneyland/California Adventure Anaheim
 Dates/Times:
 Leave Day: Tuesday Date: 4/28/2020 Time: 4 A.M. Return: Wednesday Date: 4/29/2020 Time: 2 A.M.
 School Day: Yes
 Purpose of trip: To attend a workshop in a Disney recording studio, with a professional recording engineer and a LA studio musician

 Brief Itinerary: Leave Paso - 4am, Arrive Disney - 10am, Time in park until workshop, Workshop time TBD, Time in park after workshop
10pm - Board Bus and return to Paso

 Name of Requestor(s)/Teacher(s): Aimee Ware Date: 2/19/2020

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: 26 Number of male students attending: 14
 Number of female chaperones attending: 2 Number of male chaperones attending: 1

Type of transportation: Charter 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\$ 7,000.00
 Funding source: ASB Choir

All overnight and day trips must be approved by the site Principal and Director prior to submission to the Chief Officer's office.
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N/A _____
 Director (Print name) Signature Date
CAROL KENTON Carol Kenton 2-28-20
 Chief Officer (Print name) Signature Date

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PLEASE TYPE IN INFORMATION

School Site/Organization: Flamson Middle School Student Grade(s) attending: 6th, 7th and 8th
 Destination: Studios at Disney
 Dates/Times:
 Leave Day: Thursday Date: 5/7/20 Time: 5:00 A.M Return: Friday Date: 5/8/20 Time: 5 a.m.
 School Day: Yes
 Purpose of trip: Record Music at Disney Studios

 Brief Itinerary: 5:00 a.m. Leave Flamson
10:30 a.m. Arrive at studios
1:00 p.m. Finish studio experience and enjoy park until closing
 Name of Requestor(s)/Teacher(s): C. Lindquist and S. Galvan Date: 2/12/20

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: 57 Number of male students attending: 28
 Number of female chaperones attending: 3 Number of male chaperones attending: 2

Type of transportation Charter 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\$ \$8,500
 Funding source: ASB and 2 program codes

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N/A Director (Print name) _____ Signature _____ Date _____
CAROL KENTON Chief Officer (Print name) _____ Signature Carol Kenton Date 2.28.20

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PLEASE TYPE IN INFORMATION

School Site/Organization: Class of 2020 Grad Night trip Student Grade(s) attending: 12th Grade
 Destination: Universal Studios
 Dates/Times:
 Leave Day: SELECT Date: 05/28 Time: 10:30am Return: SELECT Date: 05/29 Time: 6:00am
 School Day: Yes
 Purpose of trip: 12th Grade Grad Trip

 Brief Itinerary: Leave PRSH at 10:30 stop at Grapevine. Get to Universal around 3pm. Leave Universal at 2am
Return to PRHS at 6am

 Name of Requestor(s)/Teacher(s): J. MArtinez/J. Brunner Date: 11/05/2019

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: 150 Number of male students attending: 150
 Number of female chaperones attending: 10 Number of male chaperones attending: 10

Type of transportation: Charter 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\$ 62,542.00
 Funding source: Students attending and Senior Class

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N/A
 Director (Print name) _____ Signature _____ Date _____
CAROL KENYON Carol Kenyon 1-28-20
 Chief Officer (Print name) _____ Signature _____ Date _____

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