

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>Lewis Middle School</u>	Student Grade(s) attending: <u>7/8</u>
Destination: <u>Disneyland in Anaheim</u>	
Dates/Times:	
Leave Day: <u>Thursday</u> Date: <u>March 12</u> Time: <u>4:00</u> A.M.	Return: <u>Friday</u> Date: <u>March 13</u> Time: <u>12:00</u> A.M.
School Day: <u>Yes</u>	
Purpose of trip: <u>The leadership students will be participating in a Disneyland Youth Education Series program at the Disneyland Park.</u>	
Brief Itinerary: <u>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.</u>	
Name of Requestor(s)/Teacher(s): <u>Suzanne Hoier</u> Date: <u>2/18/20</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: 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
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: <u>Paso Robles High School</u>		Student Grade(s) attending: <u>9-12</u>
Destination: <u>Dinuba, CA</u>		
Dates/Times:		
Leave Day: <u>Friday</u>	Date: <u>March 13</u> Time: <u>4:30</u> P.M.	Return: <u>Saturday</u> Date: <u>March 14</u> Time: <u>7:00</u> P.M.
School Day: <input type="checkbox"/> Yes		
Purpose of trip: <u>FFA Veterinary Science Contest</u>		
Brief Itinerary: <u>Leave Paso Robles, 4:30pm and head to Dinuba. Stay in Hotel and contest is at 7:00am Saturday morning.</u>		
<u>Leave Dinuba High School and return approx 5:00pm to Paso Robles Transportation Dept.</u>		
Name of Requestor(s)/Teacher(s): <u>Amanda Gardner</u>		Date: <u>2-14-2020</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>4</u>	Number of male students attending: <u>0</u>
Number of female chaperones attending: <u>1</u>	Number of male chaperones attending: <u>0</u>

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

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

PRJUSD BOARD ACTION

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PLEASE TYPE IN INFORMATION

School Site/Organization: <u>Paso Robles FFA (PRHS)</u>		Student Grade(s) attending: <u>9th and 10th</u>	
Destination: <u>Anaheim, CA for the California State FFA Conference</u>			
Dates/Times:			
Leave Day: <u>Thursday</u>	Date: <u>April 23, 2020</u>	Time: <u>8:00</u>	A.M. Return: <u>Sunday</u>
	Date: <u>April 26, 2020</u>	Time: <u>7:00</u>	P.M.
School Day: <u>Yes</u>			
Purpose of trip: <u>California State FFA Leadership Conference. Over 7,000 students in California will attend this conference,</u> <u>participating in State Delegate workshops, voting on Calif. FFA issues, attending general sessions of Keynote and motivational speakers. General sessions daily.</u>			
Brief Itinerary: <u>Leave Transportation Dept on Thursday morning, depart to Anaheim, CA, Check into Hotel, and at the Conference Center.</u> <u>Knotts Berry Farm that evening with California FFA. Next 3 days are packed with attending Career Fairs, General Sessions and workshops</u> <u>Depart Anaheim on Sunday to return to Paso Robles Transportation Dept approx 7:00pm</u>			
Name of Requestor(s)/Teacher(s): <u>Amanda Gardner, Aq Teacher</u>		Date: <u>2/6/2020</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: 14

Number of male students attending: 0

Number of female chaperones attending: 2

Number of male chaperones attending: 0

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

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

Director (Print name) <u>N/A</u> <u>CAROL KENTON</u>	Signature <u></u>	Date <u>2.28.20</u>
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: <u>Paso Robles High School Choir</u>	Student Grade(s) attending: <u>9-12</u>
Destination: <u>Disneyland/California Adventure Anaheim</u>	
Dates/Times:	
Leave Day: <u>Tuesday</u> Date: <u>4/28/2020</u> Time: <u>4</u> A.M.	Return: <u>Wednesday</u> Date: <u>4/29/2020</u> Time: <u>2</u> A.M.
School Day: <u>Yes</u>	
Purpose of trip: <u>To attend a workshop in a Disney recording studio, with a professional recording engineer and a LA studio musician</u>	
Brief Itinerary: <u>Leave Paso - 4am, Arrive Disney - 10am, Time in park until workshop, Workshop time TBD, Time in park after workshop</u> <u>10pm - Board Bus and return to Paso</u>	
Name of Requestor(s)/Teacher(s): <u>Aimee Ware</u> Date: <u>2/19/2020</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>26</u>	Number of male students attending: <u>14</u>
Number of female chaperones attending: <u>2</u>	Number of male chaperones attending: <u>1</u>

Type of transportation: <u>Charter Bus</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>7,000.00</u>	
Funding source: <u>ASB Choir</u>	

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Director (Print name) <u>N/A</u>	Signature <u>Carol Kenyon</u>	Date <u>2-28-20</u>
Chief Officer (Print name) <u>CAROL KENYON</u>	Signature _____	Date _____

PRJUSD BOARD ACTION

YOUR FIELD TRIP HAS BEEN: ☐ APPROVED ☐ DENIED

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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

Number of female students attending: 57

Number of male students attending: 28

Number of female chaperones attending: 3

Number of male chaperones attending: 2

Funding source: ASB and 2 program codes

☐ DENIED

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PLEASE TYPE IN INFORMATION

School Site/Organization: <u>Class of 2020 Grad Night trip</u>		Student Grade(s) attending: <u>12th Grade</u>
Destination: <u>Universal Studios</u>		
Dates/Times:		
Leave Day: <u>SELECT</u>	Date: <u>05/28</u>	Time: <u>10:30am</u>
Return: <u>SELECT</u>	Date: <u>05/29</u>	Time: <u>6:00am</u>
School Day: <u>Yes</u> <input checked="" type="checkbox"/>		
Purpose of trip: <u>12th Grade Grad Trip</u>		
Brief Itinerary: <u>Leave PRSH at 10:30 stop at Grapevine. Get to Universal around 3pm. Leave Universal at 2am</u>		
<u>Return to PRHS at 6am</u>		
Name of Requestor(s)/Teacher(s): <u>J. Martinez/J. Brunner</u>		Date: <u>11/05/2019</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>150</u>	Number of male students attending: <u>150</u>
Number of female chaperones attending: <u>10</u>	Number of male chaperones attending: <u>10</u>

Type of transportation: <u>Charter Bus</u> <input checked="" type="checkbox"/>	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>62,542.00</u>	
Funding source: <u>Students attending and Senior Class</u>	

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

PRJUSD BOARD ACTION

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