

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 Women's Volleyball</u>		Student Grade(s) attending: <u>10-12th</u>	
Destination: <u>Madera High School</u>			
Dates/Times:			
Leave Day: <u>Friday</u>	Date: <u>9/10</u>	Time: <u>7am</u>	Return: <u>Saturday</u>
	Date: <u>9/11</u>	Time: <u>10pm</u>	
School Day: <u>Yes</u>			
Purpose of trip: <u>Volleyball Tournament</u>			
Brief Itinerary: <u>Drive to tournament, drive to dinner, drive to hotel, drive to tournament, drive home with a late lunch or dinner stop.</u>			
Name of Requestor(s)/Teacher(s): <u>Caleb Ferguson</u> Date: <u>8/7/2021</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>16</u>	Number of male students attending: <u>0</u>
Number of female chaperones attending: <u>3</u>	Number of male chaperones attending: <u>1</u>

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\$ 1500 -
 Funding source: ASB Women's Volleyball Account. If balance is still owed it will be paid out of our Booster account.

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>Thomas Harrington</u>	<u>[Signature]</u>	<u>8-23-21</u>
Director (Print name)	Signature	Date
<u>Enn Haley</u>	<u>[Signature]</u>	<u>8-23-21</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</u>		Student Grade(s) attending: <u>9-12</u>
Destination: <u>California Tennis Classic Clovis, CA</u>		
Dates/Times:		
Leave Day: <u>Friday</u> Date: <u>9/10/21</u> Time: <u>6:00am</u>	Return: <u>Saturday</u> Date: <u>9/11/21</u> Time: <u>8:00pm</u>	
School Day: <u>Yes</u>		
Purpose of trip: <u>Varsity Tennis Tournament</u>		
Brief Itinerary: <u>Drive up, play 3 matches on Friday. Stav overnight. Play 2 matches on Saturday. Drive home.</u>		
Name of Requestor(s)/Teacher(s): <u>Coach Laura Clowes</u>		Date: <u>8-13-21</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>11</u>	Number of male students attending: _____
Number of female chaperones attending: <u>1</u>	Number of male chaperones attending: _____

Type of transportation: <u>District Van</u>	If other explain: <u>distric vehicles</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>1,400.00</u>	
Funding source: <u>ASB tennis account</u>	

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 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

<u>Thomas Harrington</u> <u>Ann Haley</u> Director (Print name)	 Signature	<u>9/2/21</u> <u>9/2/21</u> Date
Chief Officer (Print name)	Signature	Date

PRJUSD BOARD ACTION

YOUR FIELD TRIP HAS BEEN: ☐ APPROVED ☐ DENIED

Field Trips Summary for Ratification at the September 14, 2021 Board of Trustees Meeting

PRHS Women's Varsity Volleyball, Madera High School, Madera, CA. September 10-12, 2021. PRHS students grades 10-12. 16 female students will attend. 3 female chaperones will attend. Funding source: ASB Athletics budget for tournament fee, PRHS Athletic Boosters for travel and hotel. The total cost of trip: 1,500.00. (no student fees required)

PRHS Women's Varsity Tennis, Clovis North High School, Clovis, CA. September 10-12, 2021. PRHS students grades 10-12. 11 female students will attend. 1 female chaperone will attend. Funding source: ASB Athletics budget for tournament fee, PRHS Athletic Boosters for travel and hotel. The total cost of trip: 1,400.00. (no student fees required)