

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 Field Studies Collaborative</u>	Student Grade(s) attending: <u>10-12</u>
Destination: <u>Rancho Marino UC Reserve</u>	
Dates/Times:	
Leave Day: <u>Friday</u> Date: <u>10/19/18</u> Time: <u>8:00am</u>	Return: <u>Saturday</u> Date: <u>10/20/18</u> Time: <u>7:00pm</u>
School Day: <u>Yes</u>	
Purpose of trip: <u>As part of the Field Studies Collaborative (Santa Cruz Island class), the students will meet and work with the UC Collaborative class/professors to interpret scientific literature and design a full lab investigation protocol at the Reserve.</u>	
Brief Itinerary: <u>8am - Drive to Cambria, 9am - Orientation with the college students and professors, 10am - Break into into groups (mixed) to read scientific papers about research done at this UC Reserve, 3pm - student groups present findings to whole class, Night: Camp at UC Reserve, Saturday: Develop question/hypothesis, AM: Collect Data, PM: Present Findings</u>	
Name of Requestor(s)/Teacher(s): <u>Alisa Bredensteiner</u>	Date: <u>10-1-18</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: 10 Number of male students attending: 8

Number of female chaperones attending: 1 Number of male chaperones attending: 2

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>99.00</u>	
Funding source: <u>Field Studies Collaborative - District Account</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>Greth Williams</u>	<u>[Signature]</u>	<u>10/3/18</u>
Director (Print name)	Signature	Date
<u>Carol Kenyon, CAROL KENYON</u>	<u>[Signature]</u>	<u>10.3.18</u>
Chief Officer (Print name)	Signature	Date

PRJUSD BOARD ACTION

YOUR FIELD TRIP HAS BEEN: ☐ APPROVED ☐ DENIED