

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 AVID</u>	Student Grade(s) attending: <u>10</u>
Destination: <u>UCSC, Stanford, UC Berkeley, CSU East Bay</u>	
Dates/Times:	
Leave Day: <u>Thursday</u> Date: <u>11.8.18</u> Time: <u>6:00</u> A.M.	Return: <u>Friday</u> Date: <u>11.9.18</u> Time: <u>9:30</u> P.M.
School Day: <u>Yes</u>	
Purpose of trip: <u>AVID student who have been selected will tour four college campuses and experience the college culture of several major universities in Northern California. This exposure will generate motivation, interest and the determination to attend college.</u>	
Brief Itinerary: <u>Day 1: UCSC and Stanford and site seeing plus a Stanford soccer game.</u>	
<u>Day 2: UCB + CSUEB, itinerary subject to modification.</u>	
Name of Requestor(s)/Teacher(s): <u>Aaron Cantrell, Angela Logan, Ted Wagner</u> Date: <u>Sept 24, 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>20</u>	Number of male students attending: <u>18</u>
Number of female chaperones attending: <u>1</u>	Number of male chaperones attending: <u>2</u>

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\$ 6,000.00
Funding source: LCAP-College and Career

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>Joseph Williams</u>	<u>[Signature]</u>	<u>10/11/18</u>
Director (Print name)	Signature	Date
<u>CAROL KENYON</u>	<u>[Signature]</u>	<u>10.11.18</u>
Chief Officer (Print name)	Signature	Date

PRJUSD BOARD ACTION

YOUR FIELD TRIP HAS BEEN: ☐ APPROVED ☐ DENIED

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School Site/Organization: <u>Crimson Newsmagazine</u>		Student Grade(s) attending: <u>10-12</u>	
Destination: <u>Chicago: JEAN/NSPA Nat'l HS Journalism Convention @ Hyatt Regency</u>			
Dates/Times:			
Leave Day: <u>Thursday</u>	Date: <u>11.1.18</u>	Time: <u>6:00</u>	A.M. Return: <u>Sunday</u> Date: <u>11.4.18</u> Time: <u>4:00</u> P.M.
School Day: <u>Yes</u>			
Purpose of trip: <u>Train, compete, learn, bond, compare, and set goals for Crimson media for the 2018-19 publication year in key media areas: writing, photography, videography, design, and leadership. The convention serves our CTE objectives wonderfully.</u>			
Brief Itinerary: <u>School vans and approved vehicles to San Fran SFO>American Airlines to Chicago ORD>Convention and lodging held at Hyatt Regency Chicago.</u>			
Name of Requestor(s)/Teacher(s): <u>Jeff Mount / John Rucker</u>		Date: <u>Aug 30, 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>26</u>	Number of male students attending: <u>6</u>
Number of female chaperones attending: <u>3</u>	Number of male chaperones attending: <u>1</u>

Type of transportation: <u>District Van</u>	If other explain: <u>SFO flight on American Airlines</u>
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****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\$ 23,000.00
Funding source: PRHS/ASB-Journalism

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<u>Joseph Williams</u> Director (Print name)	<u>[Signature]</u> Signature	<u>10/11/18</u> Date
<u>CAROL KENYON</u> Chief Officer (Print name)	<u>[Signature]</u> Signature	<u>10.11.18</u> Date

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PLEASE TYPE IN INFORMATION

School Site/Organization: <u>Paso Robles High School AVID</u>		Student Grade(s) attending: <u>12</u>
Destination: <u>CSU San Jose, CSU Monterey Bay</u>		
Dates/Times:		
Leave Day: <u>Friday</u>	Date: <u>11/02/18</u> Time: <u>7:00AM</u>	Return: <u>Friday</u> Date: <u>11/02/18</u> Time: <u>8:00PM</u>
School Day: <input type="checkbox"/> Yes		
Purpose of trip: <u>Campus visitations for AVID 12 students.</u>		
<u>They will be applying to universities at this time and these are two of the ones most students will be considering</u>		
<u>Brief Itinerary: Leave Paso at 7:00 arrive at CSU Monterey by 9:00. Students will visit campus and have lunch.</u>		
<u>Load the bus by 12:30 and head to CSU San Jose for a 2:00 tour. Complete tour and eat dinner load the bus by 5:30.</u>		
<u>Head back to Paso.</u>		
Name of Requestor(s)/Teacher(s): <u>James Steaffens</u>		Date: <u>9/24/18</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>34</u>	Number of male students attending: <u>17</u>
Number of female chaperones attending: <u>1</u>	Number of male chaperones attending: <u>2</u>

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\$ 1,700.00
Funding source: AVID

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JOSEPH WILLIAMS
Director (Print name)

[Signature]
Signature

10/11/18
Date

CAROL KENYON
Chief Officer (Print name)

[Signature]
Signature

10.11.18
Date

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School Site/Organization: <u>Paso Robles High School</u>	Student Grade(s) attending: <u>11-12</u>
Destination: <u>Santa Cruz Island</u>	
Dates/Times:	
Leave Day: <u>Friday</u> Date: <u>11/16/18</u> Time: <u>3:30pm</u>	Return: <u>Tuesday</u> Date: <u>11/20/18</u> Time: <u>10:00pm</u>
School Day: <u>No</u>	
Purpose of trip: <u>As part of the Field Studies (Fall Santa Cruz Island) Course we will be traveling to the UC Reserve to continue research the vegation on the island. (Stipa Pulchra, Bishop Pines, Vegetational Survey)</u>	
Brief Itinerary: <u>Drive to Ventura, begin presentations and plant assessments, stay the night, take Island Packers boat to Santa Cruz Island, travel to west side of island, collect Veg Plot data on the way, sunday and monday: Bishop Pine Study and Stipa Data Colection, Tuesday: clean up/ travel home (across island, boat to Ventura, then drive to paso)</u>	
Name of Requestor(s)/Teacher(s): <u>Alisa Bredensteiner</u>	Date: <u>10/10/18</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: 15

Number of male students attending: 5

Number of female chaperones attending: 3

Number of male chaperones attending: 5

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>7,360.00</u>	
Funding source: <u>FSC District Budget</u>	

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