

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>Winfred Pifer Elementary</u>		Student Grade(s) attending: <u>4th Grade</u>	
Destination: <u>Rancho El Chorro</u>			
Dates/Times:			
Leave Day: <u>Wednesday</u>	Date: <u>May 1, 2019</u>	Time: <u>9:45</u>	Return: <u>Friday</u>
			Date: <u>May 3, 2019</u> Time: <u>4:30</u>
School Day: <u>Yes</u>			
Purpose of trip: <u>Attending Rancho El Chorro is an opportunity for students to have hands-on science experiences. The curriculum supports the</u>			
<u>Next Generation Science Standards. In addition the students gain self-confidence and positive group interaction experiences.</u>			
Brief Itinerary: <u>Arrive at camp, receive an orientation, assign hiking and cabin groups, then for the next</u>			
<u>2 1/2 days go on nature hikes, learn about nature, eat meals, and participate in evening programs.</u>			
Name of Requestor(s)/Teacher(s): <u>Lisa Tibbetts and Diana Macken</u> Date: <u>1/23/19</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>28</u>
Number of female chaperones attending: <u>6</u>	Number of male chaperones attending: <u>3</u>

Type of transportation: District Bus If other explain: The trip down on May 1 - district buses / pick-up on the 3rd charter
 **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\$ 12,000.00
 Funding source: Winifred Pifer PTA:

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

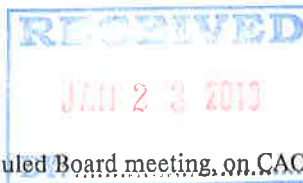
- ☒ Fingerprint clearances for chaperones confirmed
☐ Not Applicable - Chaperones are Paso Robles Joint Unified School District Staff

<u>N/A</u> Director (Print name)	<u>N/A</u> Signature	Date
<u>CAROL KENYON</u> Chief Officer (Print name)	<u>[Signature]</u> Signature	<u>1-29-19</u> Date

PRJUSD BOARD ACTION

YOUR FIELD TRIP HAS BEEN: ☐ APPROVED ☐ DENIED

PASO ROBLES JOINT UNIFIED SCHOOL DISTRICT
REQUEST FOR OVERNIGHT FIELD TRIP AND
DAY TRIPS OVER 150 MILES ONE WAY



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PLEASE TYPE IN INFORMATION

School Site/Organization: <u>PRHS</u>	Student Grade(s) attending: <u>11-12</u>
Destination: <u>Stanford University</u>	
Dates/Times:	
Leave Day: <u>Saturday</u> Date: <u>3/2/19</u> Time: <u>4:30</u> AM	Return: <u>Saturday</u> Date: <u>3/2/19</u> Time: <u>6:00</u> PM
School Day: <u>No</u>	
Purpose of trip: <u>Attend the Stanford Pediatric Orthopedic Sports Medicine Conference.</u>	
Brief Itinerary: <u>Depart 4:30am, arrive 7:30am for check in and breakfast (provided by conference), lectures through 11:35am, lunch (provided by conference), lectures from 12:35-2:30 lectures, depart for PRHS 2:30, 30 minute stop for dinner, arrive at PRHS 6:00pm.</u>	
Name of Requestor(s)/Teacher(s): <u>Shelby LaMendola</u>	Date: <u>1/8/19</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>5</u>	Number of male students attending: _____
Number of female chaperones attending: <u>2</u>	Number of male chaperones attending: _____

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\$ 900.00
Funding source: Perkins

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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<u>Jim Gamba</u> Director (Print name)	<u>[Signature]</u> Signature	<u>1/14/19</u> Date
<u>CAROL KENYON</u> Chief Officer (Print name)	<u>[Signature]</u> Signature	<u>1-29-19</u> Date

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PLEASE TYPE IN INFORMATION

School Site/Organization: <u>Paso Robles High School - Men's Tennis</u>	Student Grade(s) attending: <u>9-12</u>
Destination: <u>Clovis, Ca.</u>	
Dates/Times:	
Leave Day: <u>Friday</u> Date: <u>3/1/19</u> Time: <u>5:00</u> A.M. Return: <u>Saturday</u> Date: <u>3/2/19</u> Time: <u>8:00</u> P.M.	
School Day: <input checked="" type="checkbox"/> Yes	
Purpose of trip: <u>Preseason competition</u>	
Brief Itinerary: <u>Depart PRHS @ 5:00 a.m, breakfast stop in Kettleman City, arrive in Clovis for competition, check in hotel, have dinner, lights out at 10:00 p.m.</u>	
<u>Saturday: wake up, have breakfast, participate in competition, have lunch, depart for PRHS</u>	
Name of Requestor(s)/Teacher(s): <u>Laura Clowes</u> Date: <u>1/28/19</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: 0 Number of male students attending: 10
Number of female chaperones attending: 2 Number of male chaperones attending: _____

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>500.00</u>
Funding source: <u>PRJUSD District Transportation and PRHS Bearcat Athletic Boosters</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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<u>Ten Gaudin</u>	<u>[Signature]</u>	<u>1/29/19</u>
Director (Print name)	Signature	Date
<u>CAROL KENYON</u>	<u>[Signature]</u>	<u>2-1-19</u>
Chief Officer (Print name)	Signature	Date

PRJUSD BOARD ACTION

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PLEASE TYPE IN INFORMATION

School Site/Organization: <u>Paso Robles High School - Men's Tennis</u>	Student Grade(s) attending: <u>9-12</u>
Destination: <u>Visalia, Ca.</u>	
Dates/Times:	
Leave Day: <u>Friday</u> Date: <u>3/8/19</u> Time: <u>5:00</u> A.M. Return: <u>Saturday</u> Date: <u>3/9/19</u> Time: <u>8:00</u> P.M.	
School Day: <input checked="" type="checkbox"/> Yes	
Purpose of trip: <u>Preseason competition</u>	
Brief Itinerary: <u>Depart PRHS @ 5:00 a.m, breakfast stop in Kettleman City, arrive in Visalia for competition, check in hotel, have dinner, lights out at 10:00 p.m.</u>	
<u>Saturday: wake up, have breakfast, participate in competition, have lunch, depart for PRHS</u>	
Name of Requestor(s)/Teacher(s): <u>Laura Clowes</u> Date: <u>1/28/19</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>0</u>	Number of male students attending: <u>10</u>
Number of female chaperones attending: <u>2</u>	Number of male chaperones attending: _____

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>500.00</u>	
Funding source: <u>PRJUSD District Transportation and PRHS Bearcat Athletic Boosters</u>	

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Jen Bantola
Director (Print name)

[Signature]
Signature

1/29/19
Date

CAROL KENYON
Chief Officer (Print name)

[Signature]
Signature

2-1-19
Date

PRJUSD BOARD ACTION

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