

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 ASB/Leadership</u>	Student Grade(s) attending: <u>11th & 12th</u>
Destination: <u>Santa Clara Convention Center</u>	
Dates/Times:	
Leave Day: <u>Saturday</u> Date: <u>4/6/19</u> Time: <u>8:00</u> A.M. Return: <u>Monday</u> Date: <u>4/8/19</u> Time: <u>4:00</u> P.M.	
School Day: <u>Yes</u>	
Purpose of trip: <u>Advanced Leadership students will attend a conference called CASL (California Association of Student Leaders).</u>	
<u>Students will gain leadership skills, have an opportunity to present and share ideas with other California high schools.</u>	
Brief Itinerary: <u>Please see attached brochure.</u>	
Name of Requestor(s)/Teacher(s): <u>Jennifer Bedrosian/Martha Clayton</u> Date: <u>2/5/19</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>18</u>	Number of male students attending: <u>4</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: _____
**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>12,000.00</u>	
Funding source: <u>ASB/Leadership and District Support</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

Director (Print name) <u>N/A</u>	Signature <u>Carol Kenyon</u>	Date <u>2.13.19</u>
Chief Officer (Print name) <u>CAROL KENYON</u>	Signature <u>Carol Kenyon</u>	Date <u>2.13.19</u>

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>Disneyland Anaheim</u>			
Dates/Times:			
Leave Day: <u>Friday</u>	Date: <u>3/15/2019</u>	Time: <u>4:00</u>	A.M. Return: <u>Saturday</u> Date: <u>3/16/2019</u> Time: <u>2:00</u> A.M.
School Day: <u>Yes</u>			
Purpose of trip: <u>To attend a workshop with LA studio musicians. Students will work on their singing as well as be exposed the life of a studio musician and recording engineer</u>			
Brief Itinerary: <u>4:00am Depart PRHS, 9:00 Arrive at Disneyland, 12pm Workshop, 10pm Depart Disneyland, 2:00am Arrive back at PRHS</u>			
Name of Requestor(s)/Teacher(s): <u>Aimee Ware</u> Date: <u>1/11/2019</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>24</u>	Number of male students attending: <u>10</u>
Number of female chaperones attending: <u>2</u>	Number of male chaperones attending: <u>1</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: Choir ASB

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<u>N/A</u> Director (Print name)	<u>Carol Kenyon</u> Signature	Date
<u>CAROL KENYON</u> Chief Officer (Print name)	<u>Carol Kenyon</u> Signature	<u>2.13.19</u> Date

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PLEASE TYPE IN INFORMATION

School Site/Organization: <u>PRHS Seniors</u>		Student Grade(s) attending: <u>12th</u>	
Destination: <u>California Adventure Anaheim</u>			
Dates/Times:			
Leave Day: <u>Tuesday</u>	Date: <u>6/4/2019</u>	Time: <u>8:30</u>	A.M. Return: <u>Wednesday</u> Date: <u>6/5/2019</u> Time: <u>7:00</u> A.M.
School Day: <input type="checkbox"/> Yes			
Purpose of trip: <u>Senior Grad Night</u>			
Brief Itinerary: <u>Leave PRHS at 8:30, one stop on the way, arrive at California Adventure 1:00 PM, leave California Adventure 2:30 AM.</u>			
Name of Requestor(s)/Teacher(s): <u>Jennifer Martinez/Joy Brunner</u>		Date: <u>1/23/2019</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>162</u>	Number of male students attending: <u>162</u>
Number of female chaperones attending: <u>8</u>	Number of male chaperones attending: <u>8</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\$ 50,275.00
Funding source: Students to cover their own cost through ASB

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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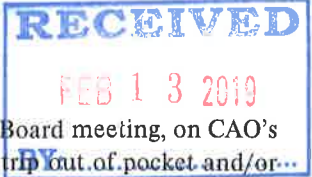
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<u>N/A</u> Director (Print name)	<u>Carol Kenyon</u> Signature	_____ Date
<u>CAROL KENYON</u> Chief Officer (Print name)	<u>Carol Kenyon</u> Signature	<u>2.13.19</u> Date

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PLEASE TYPE IN INFORMATION

School Site/Organization: <u>PRHS-Wilderness Club</u>	Student Grade(s) attending: <u>9-12</u>
Destination: <u>Big Sur-Vicente Flat</u>	
Dates/Times:	
Leave Day: <u>Satur</u> Date: <u>3/2/19</u> Time: <u>8:00</u>	Return: <u>Sunday</u> Date: <u>3/3/19</u> Time: <u>3:00</u>
School Day: <u>No</u>	
Purpose of trip: <u>Wilderness Club's mission is build campus community through outdoor adveture and exploration. This trip will give students the oppurtunity to plan and execute a backpacking trip.</u>	
Brief Itinerary: <u>We will leave campus at 8AM Saturday and drive to Big Sur up Highway 1. We will then reach the trailhead, and backpack 4.5 miles to our campsite. We will camp one night, and on Sunday we will backpack back to the cars and drive back to school</u>	
Name of Requestor(s)/Teacher(s): <u>Gilbert, Land, Tyner</u>	Date: <u>2/11/19</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>9</u>	Number of male students attending: <u>9</u>
Number of female chaperones attending: <u>2</u>	Number of male chaperones attending: <u>2</u>

Type of transportation: <u>District Van</u>	If other explain: _____
<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>300</u>	
Funding source: <u>ASB-WILDERNESS CLUB FUND</u>	

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