

- Consent
- Information/Discussion
- Action/Discussion

SUBJECT: WALK ON Out of County or Overnight Activities

DATE: June 20, 2019

PERSON(S) RESPONSIBLE: Song Chin-Bendib, Assistant Superintendent for Business Services

RECOMMENDATION:

The Administration recommends that the Board approve or receive the request as presented.

BACKGROUND:

Board Policy 6153 requires prior approval of all school sponsored trips. Out of County/State or overnight trips require Board approval. Other trips may be approved by the Superintendent or designee.

INFORMATION:

The attached list identifies an overnight/Out of County/State trip(s) being proposed by a school site at this time.

FISCAL IMPACT:

The request has an identified cost and associated source of funds. The activities expose the District to increased liability with a resulting potential for financial impact.

PACIFIC GROVE UNIFIED SCHOOL DISTRICT

OUT-OF-COUNTY OR OVERNIGHT ACTIVITIES

<u>DATE</u> <u>DESTINATION</u>	<u>STUDENTS/CLASS</u> <u>ACTIVITY</u>	<u>TRANSPORTATION</u>	<u>COST</u>	<u>FUNDING SOURCE</u>
July 6, 2019 UC Santa Cruz Scotts Valley	PGHS Band members Drum major & band leadership workshop	Auto, self transportation	\$1,163	PGHS Jazz Band

PACIFIC GROVE UNIFIED SCHOOL DISTRICT
REQUEST FOR OFF CAMPUS ACTIVITY

Board Approval is required for all out-of-county, out-of-state, or overnight activities. The request must be approved by the Board prior to the event, therefore the request must be submitted AT LEAST TWO (2) WEEKS PRIOR TO THE BOARD MEETING PRIOR TO THE EVENT. For ALL other activities, submit request two weeks in advance of activity. ¹ understand.

Date of Activity 07/06/2019 Day of Activity July 5-9

Location of Activity UC Santa Cruz City Scotts Valley County Santa Cruz

School PG High School Class or Club Band Grade Level/s 11,12

School Departure Time 9:00 am AM

Pickup Time from Place of Activity 1:00 PM

Name of Employee Accompanying Students Parents take their own child, drop them off then pick up

Number of Adults 1 Number of Students 3

Description of Activity/Educational Objective
Drum major and band leadership training

List All Stops UC Santa Cruz

Means of Transportation: Auto*

* Board Regulation 3541.1 Requirements will be complied with when using private Autos TH
(Teacher initials)

**If using District vans, driver names must be listed: _____

Cost of Activity \$ 1,163.00 + Cost of Transportation \$ 0 = Total \$ 1,163.00

Fund/s to be charged for all activity expenses () Students (x) Club () PG Pride () Other _____

Account Code: Wells Fargo Bank Account/PGHS Jazz Band Account #8994873977/810

Requested by: THERESA HRUBY / Theresa Hruby Date 06/06/2019
Employee Signature (accompanying student activity) *Printed Name*

Administration Approval/Principal Matthew J. Bell Date 06/12/2019

Transportation Department/District Office Use

() School Bus () Charter () Available () Not available Date Received _____
Cost Estimate \$ _____

Approved by Transportation Supervisor: _____ Date _____

Approved by Assistant Superintendent: song chinbendib Date 06/20/2019

Date of Board Approval June 20, 2019

Does form need board approval Yes