

SUBJECT: Out of County or Overnight Activities- Walk On

PERSON(S) RESPONSIBLE: Rick Miller, 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>STUDENTS/CLASS</u>	<u>TRANSPORTATION</u>	<u>COST</u>	<u>FUNDING SOURCE</u>
<u>DESTINATION</u> April 9, 2016 Claremont McKenna College Claremont, CA	<u>ACTIVITY</u> Model United Nations	Passenger Car	\$610	Model UN Account

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT
REQUEST FOR OFF CAMPUS ACTIVITY**

INSTRUCTIONS: Submit this form to the Transportation Department if transportation requires use of buses or vans. Other forms go directly to Business Office. After District and/or Board approval, the form will be returned to the school site. For in-state or non-overnight activities submit form two weeks in advance of activities.

BOARD APPROVAL IS REQUIRED FOR ALL 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 BOARD MEETING
PRIOR TO THE EVENT

Date of Activity April 9 2016 Day of Activity Sat - Sun
 Place of Activity Claremont Mckenna College
 School Pacific Grove High School Grade Level 10th, 12th
 School Departure Time 4pm AM PM
 Pickup Time From Place of Activity 3 AM PM
 Name of Employee Accompanying Students TBD
 Number of Adults 2 Number of Students 4
 Class or Club Model United Nations
 Description of Activity MUN Conference
 Education Objective Practice diplomacy debate skills
 List All Stops Double Tree by Hilton, Claremont Mckenna
 Means of Transportation: 84 Passenger Charter 72 Passenger Auto* 48 Passenger Walk Other** 5 passenger car.

*#s 1, 2, 3, 5, 6, & 7 Must Be Completed Before Submitting To The Business Office /Transportation Department *

1. NOTE: Board Regulation 3541.1 Requirements Will Be Complied With When Using Private Autos (Teacher's Initials) RS

2. If using vans, you MUST list who the drivers are. _____

3. Cost of Activity \$ 540 - DELEGATE FEES

4. Cost of Transportation \$ 70 - ASB

Total Cost (Activity + Transportation) \$ 610

5. Fund to be Charged for all activity expenses: Acct. Code ASB WELLS FARGO MODEL UN Account
 Students
 Other _____

6. Requested By [Signature] Date 3-16-16
 Employee's Signature (Employee accompanying students on activity) NOT MISSING SCHOOL

7. Recommend Approval [Signature] Date 3-16-16
 Principal's Signature

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Transportation Department/District Office Use Only

Bus(s) () Available () Not Available Date Received _____

Cost Estimate \$ _____

Approved By _____ Date _____

Approved By [Signature] Transportation Supervisor Date 3/16/16
 Assistant Superintendent

Date of Board Approval _____