

SUBJECT: WALK ON Out of County or Overnight Activities

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>STUDENTS/CLASS</u>	<u>TRANSPORTATION</u>	<u>COST</u>	<u>FUNDING SOURCE</u>
<u>DESTINATION</u> November 24 Washington DC Williamsburg, VA	HS Close-Up Grades 10-12 Tour Capital	Air	\$13,975	Students, ASB, donations

**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 11/24/2018 Day of Activity Saturday 11/24 - Saturday 12/1

Location of Activity Washington DC City Washington DC County Washington

School PG High School Class or Club Close Up Grade Level/s 10 - 12

School Departure Time 7:00 AM

Pickup Time from Place of Activity 5:00 PM

Name of Employee Accompanying Students Lauralea Gaona

Number of Adults 2 Number of Students 4

Description of Activity/Educational Objective
Close Up government/history education

List All Stops SFO, Washington DC, Williamsburg VA

Means of Transportation: Air

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

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

Cost of Activity \$ 10447.00 + Cost of Transportation \$ 3528.00 = Total \$ 13,975.00

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

Account Code: Wells Fargo ASB - #899487873977/551

Requested by: Felicia Afifi / Felicia Afifi for Lauralea Gaona Date 11/08/2018
Employee Signature (accompanying student activity) Printed Name

Administration Approval/Principal Matthew J. Bell Date 11/08/2018

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 jinbendib Date 11/08/2018

Date of Board Approval 11/15/2018

Does form need board approval Yes