

SUBJECT: Out of County or Overnight Activity – Walk On

PERSON(S) RESPONSIBLE: Rick Miller, Assistant Superintendent

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>DESTINATION</u>	<u>ACTIVITY</u>	<u>TRANSPORTATION</u>	<u>COST</u>	<u>FUNDING SOURCE</u>
January 28-30	PGHS Choir	Auto	\$30	ASB
Peace United Congregational Church, Santa Cruz, CA	CMEA-CCS Honor Choir Performance			
February 3, 2016	Sports Medicine Class	Auto	undesignated	PGHS Athletics
Oakland Raiders Training Facility, Oakland, CA				

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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 1/28 - 1/30/16 Day of Activity Th, Fr, Sat
Place of Activity Peace United Congregational church, Santa Cruz, CA
School PGHS Grade Level 9-12
School Departure Time Th 4 8 30 AM X PM _____
Pickup Time **From** Place of Activity Th 8 30 Fr - 3 Sat - 4 AM _____ PM X
Name of Employee Accompanying Students Michelle Boulware
Number of Adults 1 Number of Students 8
Class or Club Choir
Description of Activity CMEA-GCS Honor Choir rehearsal/perf.
Education Objective to participate in a select choir & work with a college professor
List All Stops Church in Santa Cruz
Means of Transportation: () 84 Passenger () 72 Passenger () 48 Passenger () 18 Passenger
() Charter (X) Auto* () Walk () Other**

*#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 MS
(Teachers Initials)

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

3. Cost of Activity \$ 30

4. Cost of Transportation \$ _____

Total Cost (Activity + Transportation) \$ _____

5. Fund to be Charged for all activity expenses: () Acct. Code _____
(X) Students (ALREADY PAID) () Other _____

6. Requested By Michelle Boulware Date 1/8/16
Employee's Signature (Employee accompanying students on activity)

7. Recommend Approval [Signature] Date 1/13/16
Principal's Signature

Transportation Department/District Office Use Only

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

Cost Estimate \$ _____

Approved By _____ Date _____

Approved By [Signature] Transportation Supervisor Date 1/14/16
Assistant Superintendent

Date of Board Approval January 21, 2016

Updated 7/24/14

Action/Discussion Item A1

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

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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

Date of Activity FEBRUARY 3rd 2016 Day of Activity WEDNESDAY
Place of Activity OAKLAND RAIDERS TRAINING FACILITY - ALAMEDA, CA
School PGHS Grade Level ALL
School Departure Time 6:00 AM PM _____
Pickup Time From Place of Activity Approx 2:00 AM PM RETURNING TO PGHS BY 4pm
Name of Employee Accompanying Students TENY PAVAN
Number of Adults 4 Number of Students Approx 20
Class or Club SPORTS MEDICINE CLASS
Description of Activity DEMONSTRATIONS & DISCUSSIONS WITH PROFESSIONAL TRAINERS
Education Objective LEARNING FROM CURRENTLY ACTIVE SPORTS TRAINERS AS TO WHAT IT IS LIKE TO BE ON A TEAM
List All Stops OAKLAND RAIDERS TRAINING FACILITY - ALAMEDA
Means of Transportation: () 84 Passenger () 72 Passenger () 48 Passenger () 18 Passenger
() Charter (X) Auto* () Walk () Other**

*#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 TP
(Teachers Initials)
2. If using vans, you MUST list who the drivers are. _____
3. Cost of Activity \$ 0
4. Cost of Transportation \$ cost of gas - TBD
Total Cost (Activity + Transportation) \$ FUEL COSTS ONLY --
5. Fund to be Charged for all activity expenses: (X) Acct. Code WELLS FARGO ATHLETIC DEPT
() Students TRANSPORTATION #479
() Other _____
6. Requested By Tony Pavan / Tony Pavan Date 1/13/16
Employee's Signature AND Printed Name (Employee accompanying students on activity)
7. Recommend Approval [Signature] Date 1/13/16
Principal's Signature

Transportation Department/District Office Use Only

Bus(s) () Available () Not Available Date Received 1-14-16
Cost Estimate \$ _____
Approved By _____ Date _____
Approved By [Signature] Transportation Supervisor Date 1/14/16
Assistant Superintendent
Date of Board Approval _____ Updated 12/15/15