

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

DATE	STUDENTS/CLASS				
<u>DESTINATION</u>	<u>ACTIVITY</u>	<u>TRANSPORTATION</u>	<u>COST</u>	<u>FUNDING SOURCE</u>	
San Jose, CA	ACDA All State Chorus Festival	Parents	N/A	N/A	

**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-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 Feb 11-13, 2016 Day of Activity Thursday - Saturday
 Place of Activity Summit Center, San Jose, CA
 School PGMS Grade Level 6-8
 School Departure Time N/A AM N/A PM N/A
 Pickup Time From Place of Activity N/A AM N/A PM N/A
 Name of Employee Accompanying Students Desma Johnson sponsor Parents are
 Number of Adults 4 Number of Students 4 accompanying children
 Class or Club Chorus
 Description of Activity ACDA All State Chorus Festival advanced ^{choral} repetition
 Education Objective musicianship - vocal quality, sight reading, ensemble singing
 List All Stops Summit Center, St. Joseph's Cathedral
 Means of Transportation: () 84 Passenger () 72 Passenger () 48 Passenger () 18 Passenger
 () Charter () 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		(Teachers Initials) <u>19</u>	
2. If using vans, you MUST list who the drivers are.			
3. Cost of Activity \$ <u>0</u>	<div style="border: 1px solid black; border-radius: 50%; padding: 10px; display: inline-block;"> Parents have arranged transportation + hotel. They will accompany their own student at all times. </div>		
4. Cost of Transportation \$ <u>0</u>			
Total Cost (Activity + Transportation) \$ <u>0</u>			
5. Fund to be Charged for all activity expenses: () Acct. Code () Students () Other			
6. Requested By <u>Desma Johnson</u>	Employee's Signature	AND Printed Name (Employee accompanying students on activity) <u>Desma Johnson</u> Date <u>2/1/16</u>	
7. Recommend Approval <u>[Signature]</u>	Principal's Signature	Date <u>2-1-16</u>	

Transportation Department/District Office Use Only

Bus(s) () Available () Not Available Date Received _____
 Cost Estimate \$ _____
 Approved By _____ Date _____
 Transportation Supervisor
 Approved By _____ Date _____
 Assistant Superintendent
 Date of Board Approval _____

Updated 12/15/15