

**SUBJECT:** Out of County or Overnight Activity – Walk On

**PERSON(S) RESPONSIBLE:** Matt Bell, Principal, Pacific Grove High School

---

**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>
March 5	Rooter Bus	Charter	\$781.25	ASB/Athletics
Kaiser Arena	CCS Championships			
Santa Cruz, CA				

---

**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 3/5/16 Day of Activity SAT.  
Place of Activity KAISER ARENA SANTA CRUZ  
School PGHS Grade Level 9-12  
School Departure Time 6 AM PM  
Pickup Time From Place of Activity 10 AM PM  
Name of Employee Accompanying Students Sern Keller  
Number of Adults 3 Number of Students 44  
Class or Club ASB & Athletic's  
Description of Activity Roofert Bus CCS Championship  
Education Objective School Spirit  
List All Stops \_\_\_\_\_

Means of Transportation: ( ) 84 Passenger ( ) 72 Passenger ( ☒ ) 48 Passenger ( ) 18 Passenger

56pass ( ☒ ) Charter ( ) Auto\* ( ) Walk ( ) Other\*\*  
Discovery

\*#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)
2. If using vans, you MUST list who the drivers are. \_\_\_\_\_
3. Cost of Activity \$ \_\_\_\_\_
4. Cost of Transportation \$ \_\_\_\_\_  
Total Cost (Activity + Transportation) \$ \_\_\_\_\_
5. Fund to be Charged for all activity expenses: ( ) Acct. Code \_\_\_\_\_  
( ) Students \_\_\_\_\_  
( ) Other \_\_\_\_\_
6. Requested By Todd Buller Date 3/4/16  
Employee's Signature AND Printed Name (Employee accompanying students on activity)
7. Recommend Approval [Signature] Date 3/4/16  
Principal's Signature

**Transportation Department/District Office Use Only**

Bus(s) ( ☒ ) Available ( ) Not Available

Date Received 3/3/16

Cost Estimate \$ 781.25

Approved By [Signature] Transportation Supervisor

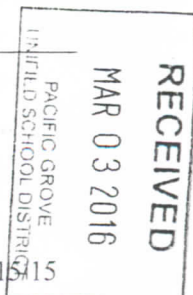
Date 3/3/16

Approved By [Signature] Assistant Superintendent

Date 3/3/16

Date of Board Approval March 3 2016

Updated 12/15/15



DISCOVERY  
11020 COMMERCIAL PARKWAY  
CASTROVILLE, CA 95012  
831-633-2877 831-633-7113 FAX

03/03/16 12:11pm

CHARTER ORDER CONFIRMATION

PAGE 1

Charter Number: 082820 IN

Charter Date: 03/05/16 SAT

Confirmation Date: 02/14/16

Customer Number: PACIFICG01  
PACIFIC GROVE UNIF SCHL DIST.  
TRANSPORTATION DEPT.  
435 HILLCREST AVE.  
PACIFIC GROVE 93950  
Contact: LISA STACKS  
Group: BOYS BXB PLAYOFF - ROOTERS BUS

Home Phone: 831-372-7955  
Work Phone: 831-646-6643

P.O. Number:

Remarks:  
Drivers Requested:  
Bus Type: R MCI 56 PAX

Salesperson: PAT DORR  
Number of Passengers: 56  
Number of Buses: 1

*----- L E A V E -----*				*----- A R R I V E -----*			
CITY	ST	DATE	TIME	CITY	ST	DATE	TIME
PACIFIC GROVE	CA	03/05/16	18.00	SANTA CRUZ	CA		
SANTA CRUZ	CA			PACIFIC GROVE	CA	03/05/16	22.30

\*----- P I C K U P I N F O R M A T I O N -----\*

PACIFIC GROVE HS \* 615 SUNSET DRIVE \* PACIFIC GROVE, CA

\*----- D E S T I N A T I O N I N F O R M A T I O N -----\*

KAISER PERMANENTE ARENA \* 140 FRONT ST \* SANTA CRUZ

\*----- I T I N E R A R Y -----\*

IF BUS IS RELEASED AFTER 22.30, ADD'L \$106.25 WILL BE DUE  
CARMEL HS VS PACIFIC GROVE CCS PLAYOFF

Charter Grand Total	781.25
Payments Received	.00
Balance Due	781.25

## ADDITIONAL TERMS &amp; CONDITIONS

CANCELLATION FEE IF NOT CANCELLED 7 DAYS PRIOR TO DEPARTURE-\$100.00  
CANCELLATION FEE INCREASES AS DEPARTURE DATE APPROACHES  
CANCELLATION AT SPOT LOCATION--FULL AMOUNT OF CHARTER TRIP  
CHARTERING PARTY AND/OR CHARTERING AGENT RESPONSIBLE FOR ALL DAMAGES

\$100.00 DEPOSIT PER BUS DUE 10 DAYS AFTER RECEIPT OF CONFIRMATION  
REMAINING BALANCE DUE 10 DAYS PRIOR TO DEPARTURE  
MAKE CHECKS PAYABLE TO: DISCOVERY  
CHARTER GRAND TOTAL SUBJECT TO CHANGE IF ANY TRIP INFORMATION CHANGES  
PLEASE VERIFY & SIGN CONFIRMATION AND RETURN TO DISCOVERY

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

THANK YOU FOR USING DISCOVERY!