

SUBJECT: WALK ON- Out of County or Overnight Activities

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>DESTINATION</u>	<u>ACTIVITY</u>	<u>TRANSPORTATION</u>	<u>COST</u>	<u>FUNDING SOURCE</u>
November 16-18 San Mateo Performing Arts San Mateo, CA	PGHS Choir Regional CCDA Honor Choir Event	Auto	\$1,156	Choir/ASB
November 23-30 Hiroshima Peace Museum Hiroshima, Japan	PGHS Critical Issues Club Forum for Youth Communicators	Air	\$1,570	GATE, Site

PACIFIC GROVE UNIFIED SCHOOL DISTRICT
REQUEST FOR OFF CAMPUS ACTIVITY

FAXED
HS 11/7

RECEIVED
OCT 31 2017

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.

Date of Activity 11/16/17 - 11/18/17 Day of Activity Th - Sat

Location of Activity San Mateo HS City San Mateo County SAN MATEO

School PGHS Class or Club Choir Grade Level/s 9-12

School Departure Time 7 A.M. P.M.

Pickup Time from Place of Activity 5 P.M.

Name of Employee Accompanying Students Michelle Boulware

Number of Adults 2 (please print) Number of Students 10

Description of Activity/Educational Objective Participate in a select honor choir

List All Stops San Mateo HS & Best Western Coyote Point Inn, San Mateo

Means of Transportation: () School Bus () Charter ☒ Auto* () District Van** () Walk () Air

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

**If using District vans, driver names must be listed: N/A

Cost of Activity \$ 1040.32 + Cost of Transportation \$ 115.56 = Total \$ 1155.88

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

Account Code: WELLS FARGO A&B/CHOIR ACCOUNT #8994873977 / 707

Requested by: Michelle Boulware, Michelle Boulware Date 10/31/17
Employee Signature (accompanying student activity) Printed Name

Administration Approval/Principal [Signature] Date 11/2/17

Transportation Department/District Office Use

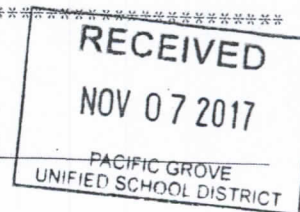
() School Bus () Charter () Available () Not available Date Received

Cost Estimate \$

Approved by Transportation Supervisor: Date

Approved by Assistant Superintendent: [Signature] Date 11/7/17

Date of Board Approval Missed Board deadline WALK-ON 11/9/17



PACIFIC GROVE UNIFIED SCHOOL DISTRICT
REQUEST FOR OFF CAMPUS ACTIVITY

FAXED
HS 11/7

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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.

Date of Activity 11/23 - 11/30/2017 Day of Activity Thursday - Thursday

Location of Activity TBD - HIROSHIMA City HIROSHIMA, JAPAN County

School PGHS Class or Club Critical Issues Forum Club Grade Level/s 12

School Departure Time A.M. P.M. ~7:30 PM

Pickup Time from Place of Activity A.M. P.M. ~4:30 PM

Name of Employee Accompanying Students Karinne W. Gordon
(please print)

Number of Adults 1 Number of Students 1

Description of Activity/Educational Objective "International Forum of Youth Communicator for a World Without Nuclear Weapons" and "UN Conference on Disarmament Issues" - present work done as part of the Critical Issues Forum and observe diplomats from around the world working on global disarmament
List All Stops San Francisco → Seoul (airport) → Hiroshima + back

Means of Transportation: () School Bus () Charter (X) Auto* () District Van** () Walk (X) Air

* Board Regulation 3541.1 Requirements will be complied with when using private Autos WAG
to airport and from airport (Teacher initials)

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

Cost of Activity \$ ~600.00 + Cost of Transportation \$ 239.15 = Total \$ 839.15

Fund/s to be charged for travel activity expenses () Students () Club () PG Pride (X) Other GATE

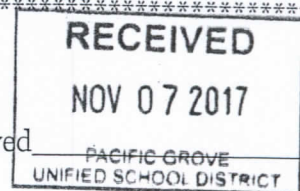
Account Code: Critical Issues Forum

Requested by: Karinne Gordon / Karinne W. Gordon Date 11/1/17
Employee Signature (accompanying student activity) Printed Name

Administration Approval/Principal [Signature] Date 11/7/17

Transportation Department/District Office Use

() School Bus () Charter () Available () Not available Date Received
Cost Estimate \$



Approved by Transportation Supervisor: [Signature] Date

Approved by Assistant Superintendent: [Signature] Date 11/7/17

Date of Board Approval Missed Board deadline WALK-ON 11/9/17