□Consent
$\square Information/Discussion$
⊠Action/Discussion

SUBJECT: WALK ON Out of County or Overnight Activities

DATE: April 4, 2019

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

LATE ENTRY WALK ON OUT-OF-COUNTY OR OVERNIGHT ACTIVITIES

DESTINATION	ACTIVITY ACTIVITY	TRANSPORTATION	COST	FUNDING SOURCE	
April 25 2019 St. Mary's College and San Francisco State College San Francisco, CA	PGMS AVID Class Campus visits	School Bus	\$1,550	AVID grant	

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.

Second Second Class or ClubAVID Grade Level/s Second Class or ClubAVID PM	Date of Activity 04/25/2019	Day of Activi	Thursday Ly				
Pickup Time from Place of Activity 2:00; 4:00 PM Name of Employee Accompanying Students Number of Adults Number of Students Number of Students Number of Students Number of Students Possible fast food stop for dinner List All Stops Possible fast food stop for dinner *Board Regulation 3541.1 Requirements will be complied with when using private Autos **If using District vans, driver names must be listed: Cost of Activity **If using District vans, driver names must be listed: Cost of Activity **If using District vans, driver names must be listed: Cost of Activity **If using District vans, driver names must be listed: Cost of Activity **If using District vans, driver names must be listed: Cost of Activity **If using District vans, driver names must be listed: Cost of Activity **If using District vans, driver names must be listed: Cost of Activity **If using District vans, driver names must be listed: Cost of Activity **If using District vans, driver names must be listed: Cost of Activity **If using District vans, driver names must be listed: Cost of Activity **If using District vans, driver names must be listed: Cost of Activity **If using District vans, driver names must be listed: Cost of Activity **If using District vans, driver names must be listed: Cost of Activity **If using District vans, driver names must be listed: Cost of Activity **If using District vans, driver names must be listed: Cost of Activity **If using District vans, driver names must be listed: Cost of Activity **If using District vans, driver names must be listed: Cost of Activity **If using District vans, driver names must be listed: Cost of Activity **If using District vans, driver names must be listed: Cost of Activity **If using District vans, driver names must be listed: Cost of Activity **If using District vans, driver names must be listed: Cost of Activity **If using District vans, driver names must be listed: Cost of Activity **If using District vans, driver names must be listed:	OF 0+++ 0 0+ M						
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Name of Employee Accompanying Students Moira Mahr Number of Adults 3 Number of Students 35 Description of Activity/Educational Objective Visit colleges as part of the AVID curriculum. List All Stops Possible fast food stop for dinner Means of Transportation: Charter * Board Regulation 3541.1 Requirements will be complied with when using private Autos MM (Teacher initials) **If using District vans, driver names must be listed: Cost of Activity \$ 0 + Cost of Transportation \$ 1544 = Total \$ 1,544.00 Fund/s to be charged for all activity expenses () Students () Club () PG Pride (×) Other AVID MS funds Account Code: 01-0038-0-1110-1000-5200-00-005-7310-0720 Requested by: Moira Mahr	School Departure Time 7:45						
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Transportation Department/District Office Use							
(x) School Bus () Charter () Available () Not available Date Received 04/02/2019 Cost Estimate \$ 1544.00	Cost Estimate \$						
Approved by Transportation Supervisor: LSTACKS	Approved by Transportation Supervisor:	TACKS .	Date04/02/2019				
	Approved by Assistant Superintendent:		Date				
Approved by Assistant Superintendent:Date							

Does form need board approval

No