

SUBJECT: 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

DATE	STUDENTS/CLASS				
<u>DESTINATION</u>	<u>ACTIVITY</u>	<u>TRANSPORTATION</u>	<u>COST</u>	<u>FUNDING SOURCE</u>	
2015-16 Fall Sporting Events for PG High School					
See attached list of out-of-county travel					

**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

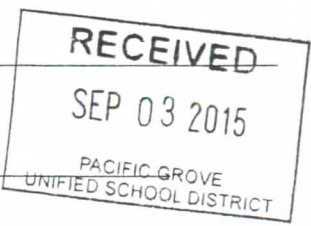
Date of Activity Attached List Day of Activity Attached List Per Sports
 Place of Activity OUT of County - FALL SPORTING EVENTS
 School Pacific Grove Grade Level HS
 School Departure Time _____ AM _____ PM _____
 Pickup Time **From** Place of Activity _____ AM _____ PM _____
 Name of Employee Accompanying Students _____
 Number of Adults _____ Number of Students _____
 Class or Club PGHS Athletics FALL
 Description of Activity FALL Sports Contests
 Education Objective Scheduled contest (NO overnight)
 List All Stops _____
 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)
 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 Jodd Buller pm Date 9.2.2015
 Employee's Signature (Employee accompanying students on activity)
 7. Recommend Approval Matthew J Bell pm Date 9.2.2015
 Principal's Signature

Transportation Department/District Office Use Only

Bus(s) () Available () Not Available Date Received _____
 Cost Estimate \$ _____
 Approved By _____ Date _____
 Approved By PM Transportation Supervisor Date 9/3/15
 Assistant Superintendent
 Date of Board Approval Sept. 3, 2015



Fall trips out of county

<u>Date</u>	<u>Opponent</u>	<u>Teams</u>	<u>Transportation</u>	<u>Departure</u>	<u>Return</u>	<u>County</u>
Boys Football						
9/26/15	Hilmar HS	JV and Varsity	Bus	2:00pm	11:30pm	Placer
G Volleyball						
9/22/15	Anzar	JV and Varsity	Bus	2:30pm	10:00pm	San Bento
G Golf						
9/10/15	Monte Vista	Varsity	Van	2:00pm	7:00pm	Santa Cruz
9/22/15	San Benito	Varsity	Van	2:00pm	7:00PM	Santa Cruz
10/8/14	Watsonville	Varsity	Van	1:30pm	7:00pm	Santa Cruz
10/21/14	Gilroy	Varsity	Van	2:00	7:00PM	Santa Clara
Cross country						
9/19	Hayward	boys/ girls	Vans	9:00am	8:00pm	Alameda
10/14	Crystal Springs	Boys and girls	Vans	9:00am	8:00PM	Santa Clara
10/16	Roughrider	Boys and Girls	Vans	6:00AM	9:00PM	Fresno
Girls Tennis						
9/17/15	Oakwood	Varsity	Bus	2:00pm	7:00pm	Santa Clara