

**SUBJECT: WALK ON** Out of County or Overnight Activities

**PERSON(S) RESPONSIBLE:** Song Chin-Bendib, Assistant Superintendent for Business Services

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**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.

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**PACIFIC GROVE UNIFIED SCHOOL DISTRICT**

**OUT-OF-COUNTY OR OVERNIGHT ACTIVITIES**

<u>DATE</u>	<u>STUDENTS/CLASS</u>	<u>TRANSPORTATION</u>	<u>COST</u>	<u>FUNDING SOURCE</u>
<u>DESTINATION</u> November 15 San Mateo High School San Mateo, CA	<u>ACTIVITY</u> PGHS Choir Honor Choir auditions	Auto	\$2,334	ASB club donations

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### 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. <sup>1</sup> understand.

Date of Activity 11/15/2018 Day of Activity Thursday through Saturday (Nov 15-17)

Location of Activity San Mateo High School City San Mateo County San Mateo

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

School Departure Time 7:00 AM

Pickup Time from Place of Activity 4:00 PM

Name of Employee Accompanying Students Michelle Boulware

Number of Adults 1 Number of Students 4

Description of Activity/Educational Objective  
To participate in an auditioned honor choir with a college professor.

List All Stops San Mateo High School and Best Western Hotel

Means of Transportation: Auto\*

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

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

Cost of Activity \$ 2274.96 + Cost of Transportation \$ 58.86 = Total \$ 2,333.82

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

Account Code: Wells Fargo Bank ASB/Choir Account - #8994873977/707

Requested by: Michelle Boulware / Michelle boulware Date 10/21/2018  
*Employee Signature (accompanying student activity)* *Printed Name*

Administration Approval/Principal Matthew J. Bell Date 10/23/2018

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#### Transportation Department/District Office Use

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

Approved by Transportation Supervisor: \_\_\_\_\_ Date \_\_\_\_\_

Approved by Assistant Superintendent: song chinbendib Date 10/24/2018

Date of Board Approval 11/1/2018

Does form need board approval Yes