

**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.

Date of Activity _____ Day of Activity _____

Location of Activity _____ City _____ County _____

School _____ Class or Club _____ Grade Level/s _____

School Departure Time _____ A.M. _____ P.M. _____

Pickup Time from Place of Activity _____ A.M. _____ P.M. _____

Name of Employee Accompanying Students _____

(please print)

Number of Adults _____ Number of Students _____

Description of Activity/Educational Objective _____

List All Stops _____

Means of Transportation: () School Bus () Charter () Auto* () District Van** () Walk () Air
* Board Regulation 3541.1 Requirements will be complied with when using private Autos _____
(Teacher initials)

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

Cost of Activity \$ _____ + Cost of Transportation \$ _____ = Total \$ _____

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

Account Code: _____

Requested by: _____ / _____ Date _____
Employee Signature (accompanying student activity) *Printed Name*

Administration Approval/Principal _____ Date _____

Transportation Department/District Office Use

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

Cost Estimate \$ _____

Approved by Transportation Supervisor: _____ Date _____

Approved by Assistant Superintendent: _____ Date _____

Date of Board Approval _____