

**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 OUT-OF-STATE OR OVERNIGHT ACTIVITIES.
REQUEST MUST BE SUBMITTED AT LEAST TWO (2) WEEKS PRIOR TO BOARD MEETING.**

Date of Activity _____ Day of Activity _____

Place of Activity _____

School _____ Grade Level _____

School Departure Time _____ AM _____ PM _____

Pickup Time **From** Place of Activity _____ AM _____ PM _____

Number of Adults _____ Number of Students _____

Class or Club _____

Description of Activity _____

Education Objective _____

List All Stops _____

Means of Transportation: () 84 Passenger () 72 Passenger () 48 Passenger
() 18 Passenger () Charter () Auto*
() Walk () Other _____

***NOTE: Board Regulation 3541.1 Requirements Will Be Complied With When Using Private Autos** _____
(Teacher Initial)

Cost of Activity \$ _____

Fund to be Charged for all activity expenses: () General () Preschool
() Students () Extra-Curr
() Other _____

Requested By _____ Date _____
Teacher's Signature

Recommend Approval _____ Date _____
Principal's Signature

Transportation Department/District Office Use Only

Bus(es) () Available () Not Available Date Received _____

Cost Estimate \$ _____

Approved By _____ Date _____
Transportation Supervisor

Approved By _____ Date _____
Assistant Superintendent

Date of Board Approval _____