



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 10.1c

Meeting Date: February 18, 2016

Subject: Approve Luther Burbank High School Field Trip to Tacoma, Washington from March 3, 2016 to March 8, 2016

- Information Item Only
- Approval on Consent Agenda
- Conference (for discussion only)
- Conference/First Reading (Action Anticipated: _____)
- Conference/Action
- Action
- Public Hearing

Division: Deputy Superintendent

Recommendation: Approve Luther Burbank High School Field Trip to Tacoma, Washington from March 3 to March 8, 2016

Background/Rationale: On March 3 through March 8, 2016, students from Luther Burbank High School will travel to Tacoma, Washington to attend the Navy JROTC Orienteering National Championships. There will be two chaperones attending with ten students.

Financial Considerations: There will be no cost to the district. Expenses will be paid by JROTC organization.

LCAP Goal(s): College and Career Ready Students

Documents Attached:

1. Out of State Field Trip Documents

Estimated Time of Presentation: N/A

Submitted by: Lisa Allen, Interim Deputy Superintendent
Chad Sweitzer, Area Assistant Superintendent

Approved by: Jose L. Banda, Superintendent

Sacramento City Unified School District
FIELD TRIP REQUEST FORM
(USE A SEPARATE FORM FOR EACH TRIP)

Parent Permission Form required for each student field trip, See reference distribution section for details concerning each type of trip.
School Name Luther Burbank High School Date 1-18-2016

Teacher's Name CDR Tom Jones Room # H-7 Telephone # 433-5145
Fax # _____

Field Trip Destination Navy JROTC Orienteering National Championships in Tacoma, Washington

Local (50 mile radius) Out-of-Town (Beyond 50 mile radius) Overnight

Out-of-State/Country Involving Swimming or Wading Unusual Activities

Route I-5 to Tacoma, Washington

Educational nature of field trip/excursion Cadets will compete in the National orienteering championship.
Plus they will visit two colleges along the route.

Depart Date 3-3-16 Time 8am am/pm Return Date 3-8-16 Time 10pm am/pm

TRANSPORTATION will be provided by: Walking School Bus – Contact Transportation Field Trip Office
 Chartered Bus Company Certified: yes no – Check Risk Management Web Site
 Private Vehicle – Complete Volunteer Personal Automobile Use Form for each vehicle and driver.
Parent Driver – Must have fingerprint clearance, check with Volunteer Office.
 Faculty Driver – Complete Volunteer Personal Automobile Use Form for each vehicle and driver.
 Public Transportation Train Commercial Airline Other: 2 rental vans

Funding Source Navy JROTC Financial Assistance Available? yes no

Number of students participating: 10

Adult Supervisors/ Drivers: DRIVER DRIVER
1) Mats Jansson yes no 2) _____ yes no
3) _____ yes no 4) _____ yes no

Teachers and Staff Attending:
1) CDR Tom Jones yes no 2) _____ yes no
3) _____ yes no 4) _____ yes no

Principal Approval [Signature] Date 1/19/16

Risk Management Approval (Unusual Activities) [Signature] Date 1/27/16

Segment Administrator Approval [Signature] Date 2-5-16

Distribution: Refer to Field Trip Information Form RSK 106F for the forms and distribution required for each trip:

- 1. **Local Trip:** (50 mile radius) - Submit to Principal for approval. Maintain all documents at site.
- 2. **Out-Of-Town:** (beyond 50 mile radius) - Submit to Principal for approval then forward to Segment Administrator 10 days prior to trip.
- 3. **Overnight Trip:** Submit to Principal for approval then forward to Segment Administrator 10 days prior to trip.
- 4. **Trip Involving Swimming or Wading:** Submit to Principal for approval then forward to Segment Administrator 10 days prior to trip.
- 5. **Trip Involving Unusual Activities** (Water sports or high risk activities such as rafting, snorkeling, rock climbing, skiing, etc.) - Submit to Principal for approval then forward to Segment Administrator and Risk Management 6 weeks prior to trip. **Must purchase Special Event Liability Insurance.**
- 6. **Out-of-State/Country:** Submit to Principal for approval then forward to Segment Administrator and Risk Management **SIX (6) WEEKS** prior to trip. Must have Superintendent and Board approval prior to trip. Segment Administrator will submit for Board Agenda. Trips not submitted to Segment Administrator 6 weeks prior to trip will be considered **automatically rejected by the Board.**

Maintain a copy of all forms at site for 2 years. Approved forms will be returned by Segment Administrator

Sacramento City Unified School District OUT-OF-STATE OR OUT-OF-COUNTRY TRAVEL REQUEST

School Name Luther Burbank Navy JROTC Date 1/18/2016

Teacher's Name CDR Tom Jones Room # H-7 Telephone # 433-5145

Field Trip Destination Navy JROTC Orienteering National Championships, Tacoma, Wash

Reason for travel Students will participate in the Navy JROTC Orienteering National Championships. They have practiced and competed in numerous events in preparation for this championship.

List unusual activities, water activities or high risk activities (examples: rafting, snorkeling, rock climbing, skiing, etc.) as a special parent waiver may be required. Submit copy of contract or waiver for review before signing. Risk management approval required.

Attach a detailed itinerary for each day: See Attached

Signed [Signature]
Teacher

Approvals:

[Signature] 1/19/16
Principal Date

[Signature] 1/27/16
Risk Management Dept. Date

[Signature] 2/5/16
Segment Administrator Date

[Signature] 2/10/16
Superintendent Date

Board Approval Date

TRAVEL REQUEST FORM (ACC-F014)

Sacramento City Unified School District

| | | |
|--|---|--|
| Request to Attend: <input checked="" type="checkbox"/> Conference/Workshop Business Meeting | Purpose for Attending: <input checked="" type="checkbox"/> Professional Development Continued Education Credits Earned | Instructions: This form must be completed and received in Accounts Payable at least 30 days prior to the proposed trip- 60 days if out-of-state. REQ # _____ |
|--|---|--|

School/Department Luther Burbank High School / Navy JROTC Date 1/21/2016

Date(s) of Event 3-8 March 2016 Location Tacoma, Washington

Event Title (attach brochure) Navy JROTC Orienteering National Championships

Purpose* Chaperone 10 Navy JROTC cadets to this Orienteering Championship meet. Allows cadets to build life skills of physical fitness, navigation, orienteering and experience College visits and National Championship competition.

*(what value does this activity give students, attendees, staff, department/site or community?)

What Board goal/priority does this travel support? Dramatically increases student experiences and opportunities.

How will this activity/event be used and shared? Helps students build life skills of physical fitness, navigation plus College visits

| Name of Attendee(s) (attach sheet for additional attendees) | Position | Substitute (YIN)** | No. of Days Required | Budget Code (for substitute) |
|--|---------------------------------|-----------------------|-------------------------|---------------------------------|
| Thomas Jones | Senior Naval Science Instructor | No | 0 | |
| Mats Jansson | Volunteer | No | 0 | |
| | | No | | |
| | | No | | |

****IF A SUBSTITUTE IS NEEDED, SEND A COPY OF THIS FORM TO PERSONNEL, BOX 770** Additional Attendees Attached

| | |
|--|---|
| Approvals: <div style="margin-bottom: 10px;"> _____ Principal/Department Head Date <u>01/21/16</u> </div> <div style="margin-bottom: 10px;"> _____ Associate Superintendent/Assistant Superintendent Date <u>2-5/16</u> </div> <div style="margin-bottom: 10px;"> _____ Deputy Superintendent/CFO (Finance) Date <u>2/9/16</u> </div> <div style="margin-bottom: 10px;"> _____ Superintendent or Designee Date <u>2/10/16</u> </div> | District cost for all attendees (estimate) Registration Fee *** 0 Meals included? B L D Lodging 0 Transportation 0 Meals 0 Other 0.00 TOTAL \$ 0.00 |
|--|---|

Categorical Budget Code(s):
 General Fund/Unrestricted _____ \$ _____
 _____ \$ _____

***If any meals are included in the cost of registration, how many of each: Breakfast _____ Lunch _____ Dinner _____

Prepayment Requested: All checks will be sent to the site/department unless prior arrangements have been made (with AP) to pick up check

| Requisition # | Dollar Amount |
|------------------|---------------|
| Registration Fee | _____ |
| Hotel | _____ |
| Airfare **** | _____ |
| Car Rental **** | _____ |

**** If airfare or car rental is requested, send a copy of this form to Purchasing, Box 830