



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 10.1i

Meeting Date: April 21, 2016

Subject: Approve John F. Kennedy High School Field Trip to Quantico, Virginia and Washington, D.C., from April 30 – May 6, 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 John F. Kennedy Field Trip to Quantico, Virginia and Washington, DC from April 30, 2016 – May 6, 2016.

Background/Rationale: On April 30, 2016 – May 6, 2016, students from John F. Kennedy will travel by airplane to Quantico, Virginia and by cars to Washington, DC to visit the Marine Corps Base, Pentagon, Capitol, White House, Arlington Cemetery, MC Museum and other landmarks.

Financial Considerations: There is no cost to the District. Expenses are paid through parent contributions and fundraising.

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
Tu Moua-Carroz, 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 John F. Kennedy High School Date 18 February 2016

Teacher's Name CWO3 William Reese Room # E-4 Telephone # 9164335245
Fax # 9164335468

Field Trip Destination Quantico, VA; Washington DC

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

Out-of-State/Country Involving Swimming or Wading Unusual Activities
Route Flight from SMF to BWI; travel via rental cars to destination

Educational nature of field trip/excursion Visit Marine Corps Base, Pentagon, Capitol, White House
Arlington Cemetery, MC Museum and DC Landmarks

Depart Date 30 Apr 16 Time 0800 am Return Date 6 May 16 Time 2200 am

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: Rental Cars

Funding Source MCJROTC Funds and Fundraising Financial Assistance Available? yes no

Number of students participating: 10

Adult Supervisors/ Drivers: DRIVER DRIVER
1) Tara Mundorff yes no 2) _____ yes no
3) _____ yes no 4) _____ yes no

Teachers and Staff Attending:
1) William Reese yes no 2) _____ yes no
3) Charles Mundorff yes no 4) _____ yes no

Principal Approval [Signature] Date 3/11/16

Risk Management Approval (Unusual Activities) _____ Date _____

Segment Administrator Approval [Signature] Date 4/7/16

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

4/4/16
[Signature]

TRAVEL REQUEST FORM (ACC-F014)

Sacramento City Unified School District

Request to Attend: <input type="checkbox"/> Conference/Workshop <input type="checkbox"/> Business Meeting	Purpose for Attending: <input type="checkbox"/> Professional Development <input type="checkbox"/> 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 # _____
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School/Department John F. Kennedy HS Date 4/5/2016

Date(s) of Event April 30, 2016 - May 6, 2016 Location Quantico, VA and Washington, D.C.

Event Title (attach brochure) ROTC Field Trip

Purpose* Visit Marine Corps Base, Pentagon, Capitol, White House Arlington Cemetery, MC Museum and DC Landmarks

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

How does this travel align with the District's strategic plan?

How will this activity/event be used and shared?

Name of Attendee(s) (attach sheet for additional attendees)	Position	Substitute (Y/N)*	No. of Days Required	Budget Code (for substitute)
William Reese	Chief Warrant Officer/Teacher	Yes		01-7220-0-1102-15-1220-1000-000-0525-000
Charles Mundorff	Master Sargent/Teacher	Yes		01-7220-0-1102-15-1220-1000-000-0525-000
Tara Mundorff	Parent Volunteer/Spouse	No		
		No		
		No		

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

Approvals:

Principal/Department Head Signature & Print Name [Signature] Date 4-5-16

Cabinet/Level or Designee Signature [Signature] Date 4/7/16

Chief Business Officer Signature [Signature] Date 4/8/16

Superintendent or Designee Signature [Signature] Date 4/15/16

District cost for all attendees (estimate)

Registration Fee *** 0.00

Meals included? Yes

B L D

Lodging 2,352.66

Transportation 4,130.10

Meals _____

Other 817.00

TOTAL \$7,299.76

Categorical Budget Code(s): 01-7220-0-5230-15-1220-1000-000-0525-000 \$ 7,299.76

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	<u>2,352.66</u>
Airfare ****	<u>4,130.10</u>
Car Rental ****	<u>817.00</u>

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

School Name John F. Kennedy High School Date 18 February 2016

Teacher's Name CWO3 William Reese Room # E-4 Telephone # 9164335245

Field Trip Destination Quantico, VA; Washington, DC

Reason for travel Provide LE III/IV Cadets an opportunity to see the Marine Corps from a different perspective (in-person) and for recognition of their commitment and dedication to the Program for the last 3-4 years. Also provide them with a detailed look into American History.

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.

N/A

Attach a detailed itinerary for each day: See Attached

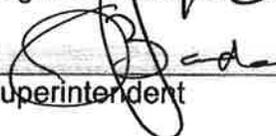
Signed 
 Teacher

Approvals:

 3/11/16
 Principal Date

Risk Management Dept. Date

 4/7/16
 Segment Administrator Date

 Date

Board Approval Date