



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 9.1e

Meeting Date: February 20, 2014

Subject: Luther Burbank Navy JROTC Field Trip to Whidbey Island,
Washington June 21 – 28, 2014

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

Department: Chief of Schools

Recommendation: Approve Luther Burbank Navy JROTC Field Trip to Whidbey Island, Washington June 21 – 28, 2014

Background/Rationale: Commander Tom Jones will accompany 6 Navy JROTC students to attend the U.S. Navy's Northwest Leadership Academy at Camp Casey, Whidbey Island, Washington. Parents are responsible to transport their student to and from SMF Airport. Accommodations are on Camp Casey barracks.

Financial Considerations: No cost to the district. Expenses paid through parent contribution and fundraising.

Documents Attached: Out of State Field Trip Documents

Estimated Time of Presentation: (N/A if on Consent Agenda)

Submitted by: Lisa Allen, Chief of Schools

Mary Hardin Young, Area Assistant Superintendent

Approved by: Sara Noguchi, Ed. D., Interim 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 01-15-2014

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

Field Trip Destination Northwest Leadership Academy at Camp Casey, Whidbey Island, Washington

Local (50 mile radius) _____ Out-of-Town (Beyond 50 mile radius) _____ Overnight
 Out-of-State/Country _____ Involving Swimming or Wading _____ Unusual Activities _____
Route Commercial Air from Sacramento to Seattle then bus transfer (via Navy) to Whidbey Island

Educational nature of field trip/excursion Students will attend the U.S. Navy's Northwest Leadership Academy.
Students will learn self-discipline, leadership and motivation.

Depart Date 6/21/14 Time 0500am am/pm _____ Return Date 6/28/14 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: Parents drive to airport

Funding Source Navy JROTC Financial Assistance Available? yes no *May Reimbursement*

Number of students participating: up to 6 students

Adult Supervisors/ Drivers: DRIVER DRIVER
1) CDR Tom Jones yes no 2) _____ yes no
3) _____ yes no 4) _____ yes no

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

Principal Approval _____ Date _____
Risk Management Approval (Unusual Activities) Rudman Date 1/16/13
Segment Administrator Approval Manning Date 1/24/14

- 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

Print Form

Submit by Email

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

School Name Luther Burbank High School Date 01/15/2014

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

Field Trip Destination Northwest Leadership Academy at Camp Casey, Whidbey Island

Reason for travel _____

Students will attend the U.S. Navy's Northwest Leadership Academy.

Students will learn self-discipline, leadership and motivation.

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.

NONE

Attach a detailed itinerary for each day: See attached

Signed *[Signature]* CDR USN (Ret)
Teacher

Approvals:

[Signature] Principal Date 1/16/13

[Signature] Risk Management Dept. Date 1/24/14

[Signature] Segment Administrator Date 1/24/14

[Signature] Superintendent Date _____

Board Approval Date _____

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 Luther Burbank High School Date Jan 15, 2014

Date(s) of Event 6/21-28/2014 Location Camp Casey, Whidbey Island, WA

Event Title (attach brochure) Northwest Leadership Academy (NWLA)

Purpose* Students will attend the US Navy's Northwest leadership Academy. Students will learn self-discipline, leadership and motivation

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

What Board goal/priority does this travel support? training will engage students with meaningful and compelling curriculum

How will this activity/event be used and shared? Graduates will help motivate future Navy NJROTC students

Name of Attendee(s) (attach sheet for additional attendees)	Position	Substitute (Y/N)**	No. of Days Required	Budget Code (for substitute)
Thomas Jones	Teacher	No	<input type="checkbox"/>	
		No	<input type="checkbox"/>	
		No	<input type="checkbox"/>	
		No	<input type="checkbox"/>	

Additional Attendees Attached

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

Approvals: _____ <u>Red Appal</u> Principal/Department Head Date <u>1/22/14</u> _____ <u>Mary</u> Associate Superintendent/Assistant Superintendent Date <u>1/24/14</u> _____ <u>John A. Faint</u> Deputy Superintendent/CFO (Finance) Date <u>1/27/14</u> _____ <u>S. Nozomi</u> Superintendent or Designee Date <u>1-29-14</u>	District cost for all attendees (estimate) Registration Fee *** _____ Meals included? <input type="checkbox"/> B <input type="checkbox"/> L <input type="checkbox"/> D <input type="checkbox"/> Lodging _____ <u>NO</u> Transportation _____ <u>Cost</u> Meals _____ <u>To</u> Other _____ <u>SCUSD</u> TOTAL _____
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Categorical Budget Code(s): Navy Reimbursement - No cost to SCUSD \$ 7,200.00
 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



TITAN BATTALION
NAVAL JUNIOR RESERVE OFFICERS TRAINING CORPS
Luther Burbank High School
3500 Florin Road
Sacramento, California 95823
(916) 433-5145
www.LutherBurbankNJROTC.com



Jan 15th, 2014


SCUSD School Board,

The attached field trip request is provided for the U.S. Navy's Northwest Leadership Academy which is held at Camp Casey in Whidbey Island, Washington (North of Seattle).

NWLA is coordinated and run by my Navy Area Manager, Captain Dan Wenceslao USN (Retired). NWLA is professionally run by Captain Wenceslao and his team of approximately 15 Navy JROTC instructors, each of whom is a high school teacher and leader of their own NJROTC programs at various high schools near Seattle, WA. NWLA is the paramount leadership academy for Navy cadets who desire increased leadership skills, rank and authority in NJROTC units.

As noted in the accompanying field trip forms Captain Wenceslao and his team will transport the cadets from Seattle - SEATAC airport to Camp Casey and then back again after NWLA is complete. Separate male and female barracks are assigned and male and female students are not allowed to comeingle privately at any time during NWLA.

Student selection to attend NWLA is highly competitive. Therefore, a final roster may not be promulgated until late May 2014. Any changes to the attached request will be updated as required. If you have questions regarding this field trip please contact me. Thank you for your support of the Titan Battalion!


Commander Tom Jones USN (Retired)
Senior Naval Science Instructor
Luther Burbank Navy JROTC
Thomas-Jones@SCUSD.edu
(916) 433-5145

THE TITAN BATTALION
Developing American Citizens and Leaders who personify
Honor, Courage and Commitment