



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 9.1f

Meeting Date: September 20, 2012

Subject: C. K. McClatchy High School Field Trip to Greenhill High School, Dallas, Texas Debate Tournament September 21 - 25, 2012

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

Division: Accountability Office

Recommendation: Approve C. K. McClatchy High School Field Trip to Greenhill High School, Dallas, Texas Debate Tournament September 21 - 25, 2012

Background/Rationale: Four Debate Team students will be accompanied by two chaperones to the Greenhill High School, Dallas, Texas Debate Tournament September 21 – 25, 2012. Four debate team students and two teacher chaperones will travel by commercial airline from Sacramento to Dallas, Texas. Airport shuttle will provide ground transportation. This is a Tournament of Champions qualifying tournament for this exceptional C. K. McClatchy Debate Team.

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

Documents Attached: Out of State Field Trip Documents

<p>Estimated Time of Presentation: N/A</p> <p>Submitted by: Peter Lambert, Principal</p> <p>Approved by: Lisa Allen, Area Assistant Superintendent</p>

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

School Name C.K. McClatchy High School Date 6/21/2012


Teacher's Name Seth Blackmon Room # _____ Telephone # 916-920-0459

Field Trip Destination Greenhill High School, Dallas, TX 75001

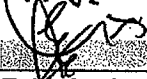
Reason for travel The Greenhill tournament is one of the earliest and most competitive debate tournaments of the year. Because this tournament is so early it is a great opportunity to test the competitive waters. Success at this tournament secures one qualifying leg for the Tournament of Champions.


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 the attached itinerary


Signed 
 Teacher

Approvals:

 6/29/12
 Principal Date

 9/11/2012
 Risk Management Dept. Date

 9.11.12
 Segment Administrator Date

 9/11/12
 Superintendent Date

Board Approval Date _____

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 C.K. McClatchy High School Date 6/21/2012

Teacher's Name Seth Blackmon Room # NA Telephone # 9169200459
 Fax # _____

Field Trip Destination Greenhill High School, Dallas, TX 75001

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 Sacramento to Dallas, Texas

Educational nature of field trip/excursion National Debate Tournament

Depart Date 9/21/2012 Time 10 am am/pm Return Date 9/25/2012 Time 10 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: Airport Shuttle

Funding Source Debate Booster Club Financial Assistance Available? yes no

Number of students participating: 4

Adult Supervisors/ Drivers:	DRIVER		DRIVER
1) <u>Seth Blackmon</u>	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no	2) <u>Ginger Spurlock</u>	<input type="checkbox"/> yes <input type="checkbox"/> no
3) _____	<input type="checkbox"/> yes <input type="checkbox"/> no	4) _____	<input type="checkbox"/> yes <input type="checkbox"/> no

Teachers and Staff Attending:			
1) <u>Seth Blackmon</u>	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no	2) <u>Ginger Spurlock</u>	<input type="checkbox"/> yes <input type="checkbox"/> no
3) _____	<input type="checkbox"/> yes <input type="checkbox"/> no	4) _____	<input type="checkbox"/> yes <input type="checkbox"/> no

Principal Approval [Signature] Date 6/29/12
 Risk Management Approval (Unusual Activities) [Signature] Date 9/11/2012
 Segment Administrator Approval [Signature] Date 9.11.12

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

- Local Trip:** (50 mile radius) - Submit to Principal for approval. Maintain all documents at site.
- Out-Of-Town:** (beyond 50 mile radius) - Submit to Principal for approval then forward to Segment Administrator 10 days prior to trip.
- Overnight Trip:** Submit to Principal for approval then forward to Segment Administrator 10 days prior to trip.
- Trip Involving Swimming or Wading:** Submit to Principal for approval then forward to Segment Administrator 10 days prior to trip.
- Trip Involving Unusual Activities (Water sports or high risk activities such as rafting, snorkelling, 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.**
- 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

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 # _____
--	---	--

School/Department C. K, McClachty Date _____

Date(s) of Event 9/21-24/12 Location Dallas Texas

Event Title (attach brochure) Debate Team

Purpose* Debate Team

*(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)
Ginger Spurlock		No		
		No		
		No		
		No		
		No		

Additional Attendees Attached

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

Approvals: Principal/Department Head Signature & Print Name _____ Date <u>9/11/12</u> Cabinet Level or Designee Signature _____ Date <u>9/11/12</u> Chief Business Officer Signature _____ Date <u>9/11/12</u> Superintendent or Designee Signature _____ Date _____	District cost for all attendees (estimate) Registration Fee *** 0.00 Meals included? <input type="checkbox"/> B <input type="checkbox"/> L <input type="checkbox"/> D Lodging _____ Transportation _____ Meals _____ Other _____ TOTAL \$ 0.00
---	--

Categorical Budget Code(s): Not cost to district \$ 0.00

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 ****	_____

Sacramento City Unified School District
OVERNIGHT TRIPS
HOTEL ACCOMMODATIONS INFORMATION

Hotel Name Intercontinental Hotel - Dallas Date Reserved 9/21/12-9/25/12

Address 15201 DALLAS PARKWAY City Dallas, TX zip 75001

Reservations Contact Person: N/A



Telephone # 1-800-496-7621 Fax # N/A

Total Rooms Reserved: 3

Room #s Unknown at present

Signed /s/ Seth Blackmon 
Teacher/Parent

Approvals:

	<u>6/29/12</u>
Principal	Date
	<u>9.11.12</u>
Segment Administrator	Date