



# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 10.1c

**Meeting Date:** September 1, 2011

**Subject:** C.K. McCLATCHY HIGH SCHOOL FIELD TRIP TO DALLAS, TEXAS  
FROM SEPTEMBER 16, 2011 – SEPTEMBER 19, 2011

- 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 travel request

**Background/Rationale:**

On September 16, 17, 18, and 19, 2011, four students from C.K. McClatchy High School will depart to Greenhill School in Dallas, Texas to participate in a major national debate tournament. This tournament is one of the largest national tournaments in the country with a very high level of competition from across the entire United States. Because of the success of C.K. McClatchy's debate team they have been invited to send a team to this Tournament of Champions qualifying tournament. The Tournament of Champions invites only the top seventy teams in the nation, who have done well enough at a variety of the national circuit qualifiers to compete at the highest level of competition offered.

Transportation to Dallas, Texas will be by commercial jet. Each parent will transport their own child to the airport. Four students will be accompanied by their classroom teacher, Seth Blackmon and two chaperones. The chaperones and the teacher will meet the students at the airport and depart at 10:00 a.m. on Friday, September 16, 2011 by commercial jet. Everyone will return on Monday, September 19, 2011 at 10:00 p.m. by commercial jet. Each student attending will be picked-up at the airport by their parents and returned home.

**Financial Considerations:** No cost to the district. Expenses paid through parent contribution and fund raising.

**Documents Attached:** Field Trip Request form, Out of state Travel Request form, Travel Request form.

<p><b>Estimated Time of Presentation:</b> N/A</p> <p><b>Submitted by:</b> Peter Lambert, Principal</p> <p><b>Approved by:</b> Lisa Allen, Area Assistant Superintendent</p>
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Sacramento City Unified School District  
**FIELD TRIP REQUEST FORM**  
 (USE A SEPARATE FORM FOR EACH TRIP)

**RECEIVED**  
 JUN 21 2011  
 By \_\_\_\_\_

Parent Permission for Student Field Trip form required for each trip, See Reference distribution section for details concerning each type of trip

School Name: C.K. McClatchy		Date (m/d/yy)	6/14/11
Teacher's Name: Seth Blackmon	Room#	Telephone #	920-0459
Destination: Greenhill School, Dallas, TX 75001		Fax #	-

- Local (50 mile radius)   
  Out-of-Town (Beyond 50 mile radius)   
  Over Night  
 Out-of-State/Country   
  Involving Swimming or Wading   
  Unusual Activities

Route: Commercial flight from Sacramento to Dallas, Texas	
Educational nature of field trip/excursion: Speech and Debate Tournament	
Depart Date (m/d/yy): 9/16/11	Depart Time: 10:00 <input checked="" type="checkbox"/> a.m. <input type="checkbox"/> p.m.
Return Date (m/d/yy): 9/19/11	Return Time: 10:00 <input type="checkbox"/> a.m. <input checked="" type="checkbox"/> p.m.

- TRANSPORTATION will be provided by:   
 Walking   
 School Bus   
 Chartered Bus\*\*  
 Private Vehicle\*   
 Parent Driver\*   
 Faculty Driver\*   
 Public Transportation   
 Train  
 Commercial Airline   
 Other:

* Complete "Field Trip Insurance Verification for Drivers" form for each vehicle and driver.	
**Charter Bus Line Name: Hotel Shuttle	Contact:

Funding Source Private	Financial Assistance Available? <input type="checkbox"/> yes <input checked="" type="checkbox"/> no
Number of students participating: 24	

Adult Supervisors/Drivers	Driver	Adult Supervisors/Drivers	Driver
1) Ginger Spurlock	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no	2) Anthony Gugino	<input type="checkbox"/> yes <input checked="" type="checkbox"/> no
3) Seth Blackmon	<input type="checkbox"/> yes <input checked="" type="checkbox"/> no	4)	<input type="checkbox"/> yes <input type="checkbox"/> no

Principal Approval \_\_\_\_\_

Risk Management Approval (Unusual Activities) \_\_\_\_\_

Segment Administrator Approval \_\_\_\_\_

Date 06/21/11

Date 7/20/11

Date 7/5/11

**Distribution:**

- Local Trip:** (50 mile radius) Field Trip Request Form, Field Trip Roster, Field Trip Insurance Verification for Drivers (if applicable) to Principal for approval. All documents maintained at site except for passenger lists for private vehicles.
- Out-Of-Town:** (beyond 50 mile radius) Field Trip Request Form, Field Trip Roster, Field Trip Insurance Verification for Drivers (if applicable) to Principal for approval then forwarded to **Segment Administrator 10 days prior to trip.**
- Overnight Trip:** Field Trip Request Form, Field Trip Roster, Hotel accommodations information, Field Trip Insurance Verification for Drivers (if applicable) to Principal for approval then forwarded to **Segment Administrator 10 days prior to trip.**
- Trip Involving Swimming or Wading:** Request Form, Field Trip Roster, Field Trip Insurance Verification for Drivers (if applicable) to Principal for approval then forwarded to Segment Administrator **10 days prior to trip.**
- Trip Involving Unusual Activities (Water sports or high risk activities such as rafting, snorkeling, rock climbing, skiing, etc.)** [Special parent waiver may be required] Request Form, Field Trip Roster, Field Trip Insurance Verification for Drivers (if applicable) to Principal for approval then forwarded to Risk Management and Segment Administrator **10 days prior to trip.**
- Out-of-State/Country:** Field Trip Request Form, Out-of-State/Country Request Form, Field Trip Roster, Field Trip Insurance Verification for Drivers (if applicable) and other pertinent information (see Field Trip Information page) to Principal for approval then forwarded to Segment Administrator **SIX (6) WEEKS** prior to trip. Must have **Superintendent and Board approval** prior to trip. Segment Administrator will submit for Board Agenda.

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

School Name C.K. McClatchy High School Date 9/16/11-9/19/11  
 Teacher's Name Seth Blackmon Room # \_\_\_\_\_ Telephone # 916-920-0459

Field Trip Destination Greenhill School National Debate Tournament, Dallas, TX

Reason for travel CK McClatchy Debate Team has been invited to attend one of the largest policy debate tournaments in the United States. This tournament is a qualifying tournament for the national Tournament of Champions and is a great opportunity for our students to see the best competition early in the season.

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 itinerary.

Signed *Seth Blackmon*  
 Teacher

Approvals: *[Signature]* 06/21/11  
 Principal Date

*[Signature]* 7/28/11  
 Risk Management Dept. Date

*[Signature]* \_\_\_\_\_  
 Segment Administrator Date

*[Signature]* 8/16/11  
 Superintendent Date

Board Approval Date \_\_\_\_\_

# TRAVEL REQUEST FORM (ACC-F014)

Sacramento City Unified School District

<b>Request to Attend:</b> <input type="checkbox"/> Conference/Workshop <input type="checkbox"/> Business Meeting	<b>Purpose for Attending:</b> <input type="checkbox"/> Professional Development <input type="checkbox"/> Continued Education Credits Earned	<b>Instructions:</b> This form must be completed and received in Accounts Payable at least <b>30 days</b> prior to the proposed trip- <b>60 days</b> if out-of-state. REQ # _____
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School/Department: C.K. McClatchy High School Date: 6/14/11

Date(s) of Event: 9/16/11-9/19/11 Location: Greenhill School, Dallas, TX 75001

Event Title (attach brochure): Debate Tournament

Purpose\*: Debate tournament.

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

What Board goal/priority does this travel support? N/A

How will this activity/event be used and shared? N/A

Name of Attendee(s) (attach sheet for additional attendees)	Position	Substitute (Y/N)**	No. of Days Required	Budget Code (for substitute)
<u>SETH BLACKMON</u>	<u>DEBATE COACH</u>	<u>No</u>	<input type="checkbox"/>	<u>N/A</u>
		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:**

Principal/Department Head: [Signature] Date: 6/21/11

Associate Superintendent/Assistant Superintendent: [Signature] Date: 7/5/11

Deputy Superintendent/CFO (Finance): [Signature] Date: 8/8/11

Superintendent of Designee: [Signature] Date: 8/16/11

District cost for all attendees (estimate)

Registration Fee \*\*\* 0.00

Meals included?  B  L  D

Lodging 0.00

Transportation 0.00

Meals 0.00

Other 0.00

**TOTAL \$ 0.00**

Categorical Budget Code(s): \_\_\_\_\_ \$ 0.00

General Fund/Unrestricted \_\_\_\_\_ \$ 0.00

\*\*\*If any meals are included in the cost of registration, how many of each: Breakfast 0 Lunch 0 Dinner 0

**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	0.00
Hotel	0.00
Airfare ***	0.00
Car Rental ****	0.00

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