



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 10.1e

Meeting Date: February 16, 2012

Subject: Sam Brannan Middle School Field Trip to Washington D.C. March 29, 2012 to April 2, 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 Field trip for Sam Brannan Middle School students to Washington D.C. March 29, 2012 to April 2, 2012.

Background/Rationale: We have chosen World Strides because they are experts in collaborating with teachers to plan an itinerary that is directly connected to our curriculum. Students' classroom investigations of the formation of our government and the artistic and cultural history of our nation will all be complemented with valuable, real life experiences. Five adults will be traveling with 13 students, and students will be accompanied by a chaperone at all times. In addition, World Strides provides night-time security for our students in the hotel. We are confident that this experience will be invaluable for our students' academic, cultural, and social growth. World Strides will provide ground travel by motor coach. Parents are responsible to provide transportation to and from the airport.

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

Documents Attached: Out of State Field Trip Documents

<p>Estimated Time of Presentation: Consent Agenda Submitted by: Lisa Allen, Area Assistant Superintendent Approved by: Mary Shelton, Chief Accountability Officer</p>
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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 Sam Brannan Middle School Date January 9th, 2012

Teacher's Name Dawn Swoboda Room # 11 Telephone #264-4350
Fax # 264-4481

Field Trip Destination Washington D.C. and Williamsburg, VA

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

Route Sacramento Airport

Educational nature of field trip/excursion Students will learn about United States history and our government first
hand while visiting museums, memorials and historic sites

Depart Date March 29 Time 8 AM am/pm Return Date April 2nd 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:

Funding Source Family Contributions and Fundraising Financial Assistance Available? yes no

Number of students participating: 13

Adult Supervisors/ Drivers: DRIVER DRIVER
1) Lenore Lucinda Minasian yes no 2) Derrick Jackson yes no
3) William Elliott Abdullah yes no 4) yes no

Teachers and Staff Attending:
1) Dawn Swoboda yes no 2) yes no
3) Sarah Schnack yes no 4) yes no

Principal Approval [Signature] Date 1/23/2012

Risk Management Approval (Unusual Activities) [Signature] Date 1/31/12

Segment Administrator Approval [Signature] Date 1.26.12

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

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 SAM BRANNAN MIDDLE SCHOOL Date 1/23/2012

Date(s) of Event MAR. 29 - APR. 2, 2012 Location WASHINGTON DC AND WILLIAMSBURG, VA

Event Title (attach brochure) WORLDSTRIDES WASHINGTON DC DISCOVER NOW!

Purpose* STUDENTS WILL LEARN ABOUT OUR GOVERNMENT FIRST HAND AND THE CULTURAL HISTORY OF OUR NATION

*(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)
DAWN SWOBODA	TEACHER	Yes	2	01-3010-0-1102-10-1110-1000-141-0480-000
SARAH SCHNACK	TEACHER	Yes	2	"
		No		
		No		
		No		

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

Approvals:

[Signature] 1/23/2012
 Principal/Department Head Signature & Print Name Date

[Signature] 1-26-12
 Cabinet Level or Designee Signature Date

[Signature] 2/2/12
 Chief Business Officer Signature Date

[Signature] 2/1/12
 Superintendent or Designee Signature Date

District cost for all attendees (estimate)

Registration Fee *** 0.00

Meals included? B L D

Lodging _____

Transportation _____

Meals _____

Other _____

TOTAL \$ 0.00

Categorical Budget Code(s): _____ \$ 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
**OUT-OF-STATE OR OUT-OF-COUNTRY
TRAVEL REQUEST**

School Name SAM BRANNAN MIDDLE SCHOOL Date 1/23/2012
Teacher's Name DAWN SWOBODA Room # 11 Telephone # 264-4350X111

Field Trip Destination WASHINGTON DC AND WILLIAMSBURG, VA

Reason for travel STUDENTS WILL LEARN ABOUT UNITED STATES HISTORY AND OUR
GOVERNMENT FIRST HAND WHILE VISITING MUSEUMS, MEMORIALS AND HISTORIC SITES.

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: _____

Signed *Dawn Swoboda*
Teacher

Approvals:
Dreg Russell 1/23/2012
Principal Date

[Signature] 1/31/2012
Risk Management Dept. Date

[Signature] 1.26.12
Segment Administrator Date

[Signature] 2/1/12
Superintendent Date

Board Approval Date

Sacramento City Unified School District
OVERNIGHT TRIPS HOTEL ACCOMMODATIONS INFORMATION (RSK-F106H)

Hotel Name Holiday Inn College Park Date Reserved _____
Address 10000 Baltimore Ave City, College Park zip 20740
Reservations Contact Person: Lindsay Watkins (877) 849-9029
Telephone # (301) 345-6700 Fax # (301) 982-4361

Total Rooms Reserved 7
Room #s TBA

Signed Dawn Swoboda
Teacher

Approvals:

Meg Luey 1-22-12
Principal Date

Debra Alquist 1-26-12
Segment Administrator Date