



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 8.1d

Meeting Date: March 7, 2013

Subject: Sutter Middle School Field Trip to Ashland, Oregon, March 13 – 15, 2013 to attend the Shakespeare Festival

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

Division: Area Assistant Superintendents

Recommendation: Approve Sutter Middle School Field Trip to Ashland, Oregon, March 13 – 15, 2013 to attend the Shakespeare Festival

Background/Rationale: March 13 - 15, 2013 students from Sutter Middle School from Mrs. Henrickson's and Mrs. Peters' Language Arts classes will travel via chartered bus to Ashland, Oregon to see two plays at the Shakespeare Festival. This experience will allow students to watch *My Fair Lady*, and *The Taming of the Shrew*. Additionally, students will attend three workshops presented by members of the theater group and attend two prologue sessions. A chartered bus will provide transportation for the 135 students, 2 teacher chaperones, and 28 parent chaperones. Students will be accompanied by chaperones to all plays. All parties will depart from Sutter Middle School on Wednesday, March 13, 2013, at 8:30 a.m. and return to Sutter Middle School Friday, March 15, 2013, at approximately 3:30 p.m. Emergency information will accompany the students on the bus. Students and chaperones will stay at Southern Oregon University dorms.

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

Submitted by: Mary Hardin Young, Area Assistant Superintendent

Approved by: Jonathan P. Raymond, Superintendent

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

School Name Sutter Middle School Date March 13-15, 2013

Teacher's Name Henrikson/Peters Room # 210/208 Telephone # 264-4150

Field Trip Destination Ashland, Oregon: Shakespeare Festival

Reason for travel Students will build upon their learning in Language Arts by watching two plays and attending three acting workshops at the Shakespeare Festival. Students will also get to experience a college campus by staying at the Southern Oregon University dorms.

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

Signed _____
Teacher

Approvals:

David Red _____ 01-25-13
Principal Date

[Signature] _____ 2-1-13
Risk Management Dept. Date

[Signature] _____ 1/31/13
Segment Administrator Date

[Signature] _____ 2/4/13
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 # _____
--	---	--

School/Department Sutter Middle School Date 1-29-2013

Date(s) of Event March 13-15, 2013 Location Ashland, Oregon: Shakespeare Festival

Event Title (attach brochure) Shakespeare Festival

Purpose* Students will attend two Shakespeare plays and participate in drama workshops.

*(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? Students build on their learning in Language Arts and History.

Name of Attendee(s) (attach sheet for additional attendees)	Position	Substitute (Y/N)**	No. of Days Required	Budget Code (for substitute)
<u>Elizabeth Henrikson</u>	<u>teacher</u>	<u>No</u>	<u> </u>	<u> </u>
<u>Jennifer Peters</u>	<u>teacher</u>	<u>No</u>	<u> </u>	<u> </u>
		<u>No</u>	<u> </u>	<u> </u>
		<u>No</u>	<u> </u>	<u> </u>
		<u>No</u>	<u> </u>	<u> </u>

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

Approvals:

[Signature] 01-25-13
 Principal/Department Head Signature & Print Name _____ Date _____

[Signature] 1/31/13
 Cabinet Level or Designee Signature _____ Date _____

[Signature] 2-4-13
 Chief Business Officer Signature _____ Date _____

[Signature] 2/4/13
 Superintendent or Designee Signature _____ Date _____

District cost for all attendees (estimate)

Registration Fee *** 0.00

Meals included? B L D

Lodging _____ No cost To District

Transportation _____

Meals _____

Other _____

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 _____ 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

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

Hotel Name Southern Oregon University Date Reserved March 13-15, 2013

Address 1250 Siskiyou Blvd. City, Ashland, OR zip 97520

Reservations Contact Person: Sue Hart

Telephone # 800-257-0577 Fax # 541-552-6375
ext. 4

Total Rooms Reserved 80 ROOMS

Room #s Cox Hall

Signed Elizabeth Demulson
Teacher

Approvals:

Dave [Signature]
Principal

01-25-13

Date

[Signature]
Segment Administrator

1/31/13

Date