



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 10.1d

Meeting Date: June 13, 2013

Subject: Sutter Middle School Field Trip to Washington D.C. June 14 – 18, 2013

- 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 Washington D.C. June 14 – 18, 2013

Background/Rationale: June 14 to June 18, 2013 36 students and 5 chaperones from Mr. Baradat's U.S. History class will travel via United Airlines to Washington, D.C. Students will experience American history at our Nation's Capitol. They will tour National Museums and Monuments, experiencing the documents and artifacts that make up our country's heritage along with visiting George Washington's home at Mt. Vernon and Arlington National Cemetery. Charter bus will provide transportation while in Washington, D.C. Students will be accompanied by chaperones to all locations. Students will meet teachers at Sacramento International Airport and parents will be responsible for picking up their children. Students and chaperones will stay at the Hilton Hotel in Alexandria, VA.

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
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 Sutter Middle School Date 04.29.13

Teacher's Name Michael Baradat Room # 205 Telephone # 264.4150
Fax # _____

Field Trip Destination Washington, D.C.

Local (50 mile radius) Out-of-Town (Beyond 50 mile radius) Overnight

Out-of-State/Country Involving Swimming or Wading Unusual Activities

Route United Airlines Commercial Flight from Sacramento to Washington, D.C.

Educational nature of field trip/excursion Experience the Nation's Capitol, its artifacts, and historic sites.

Enrich eighth grade curriculum

Depart Date 06.14.13 Time 8:00 a.m. am/pm Return Date 06.18.13 Time 8:00 p.m. 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 private funds Financial Assistance Available? yes no

Number of students participating: 36

Adult Supervisors/ Drivers: DRIVER DRIVER
1) Jinne Horger yes no 2) Bill Morgan yes no
3) _____ yes no 4) _____ yes no

Teachers and Staff Attending:

1) Michael Baradat yes no 2) Diane Bovy yes no
3) Jennifer Peters yes no 4) _____ yes no

Principal Approval *Dave [Signature]* Date 04-30-13

Risk Management Approval (Unusual Activities) *Dave [Signature]* Date 05-06-13

Segment Administrator Approval *M [Signature]* Date 5/1/13

Distribution: Refer to Field Trip Information Form RSK 108F 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

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

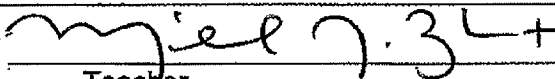
School Name Sutter Middle School Date 04.15.13
Teacher's Name Michael Baradat Room # 205 Telephone # 264-4150

Field Trip Destination Washington, D.C.

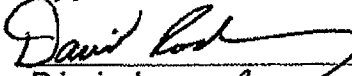
Reason for travel Students will experience our Nation's heritage and history by
visiting our National monuments, historic places, and museums.


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.

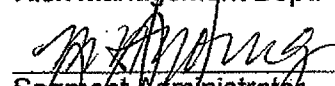
Attach a detailed itinerary for each day: _____

Signed 
Teacher

Approvals:

 04-18-13
Principal Date

 05-06-13
Risk Management Dept. Date

 5/1/13
Segment Administrator Date

 5/8/13
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 #: _____
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School/Department: Sutter Middle School Date: _____

Date(s) of Event: June 14-18, 2013 Location: Washington, D.C.

Event Title (attach brochure): Field Trip for Eighth Grade History Class

Purpose: To experience the Nation's Capitol, Museums, Archives, and other Historical Sites. Students will experience our national heritage by visiting Washington, D.C. This trip is an enrichment of the eighth grade history curriculum.

*(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)
Michael Baradat	teacher	No		
Diane Bovy	teacher	No		
Jennifer Peters	teacher	No		
		No		
		No		

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

Approvals: _____

David Rod 04-18-13
 Principal/Department Head Signature & Print Name Date

[Signature] 5/11/13
 Cabinet Level or Designee Signature Date

[Signature] 5/6/13
 Chief Business Officer Signature Date

[Signature] 5/9/13
 Superintendent or Designee Signature Date

District cost for all attendees (estimate)	
Registration Fee ***	0.00
Meals included? <input checked="" type="checkbox"/> Yes	
B <input type="checkbox"/> L <input type="checkbox"/> D <input type="checkbox"/>	
Lodging	0.00
Transportation	0.00
Meals	0.00
Other	0.00
TOTAL	\$ 0.00

Categorical Budget Code(s): _____ \$ _____

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

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

Hotel Name Hilton Alexandria Date Reserved June 14-18, 2013

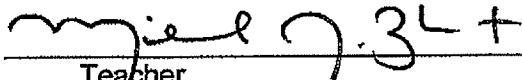
Address 5000 Seminary Rd. City, Alexandria, VA zip 22311

Reservations Contact Person: Crystal Roberts - USA Student Travel
(Crystalr@goworldpass.com)

Telephone # 703,845,2617 Fax # _____

Total Rooms Reserved 13

Room #s N.A.

Signed 
Teacher

Approvals:



Principal

04-18-13

Date



Segment Administrator

5/1/13

Date