



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 10.1e

Meeting Date: April 21, 2016

Subject: Approve Luther Burbank High School Field Trip to Dayton Beach, Florida, from April 27 - May 3, 2016

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

Division: Deputy Superintendent

Recommendation: Approve Luther Burbank High School Field Trip to Dayton Beach, Florida from April 27 to May 3, 2016

Background/Rationale: On April 27 through May 3, 2016, students from Luther Burbank High School will travel to Dayton Beach, Florida to visit UF, UCF, Embry Riddle College and compete in the National High School Drill Team Championships. There will be one chaperone attending with two students.

Financial Considerations: There will be no cost to the district. Expenses will be paid by JROTC organization.

LCAP Goal(s): College and Career Ready Students

Documents Attached:

1. Out of State Field Trip Documents

Estimated Time of Presentation: N/A

Submitted by: Lisa Allen, Interim Deputy Superintendent
Chad Sweitzer, Area Assistant Superintendent

Approved by: Jose L. Banda, 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 Luther Burbank High School Date March 30th, 2016

Teacher's Name CDR Tom Jones, Navy JROTC Room # H-7 Telephone # 433-5145
Fax # _____

Field Trip Destination Daytona Beach, Florida; National High School Drill Championships

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

Educational nature of field trip/excursion Cadets will visit colleges and compete in
National Drill Championships

Depart Date 4/27/16 Time 6:00am am/pm Return Date 5/3/16 Time 11:30pm 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 Navy JROTC Financial Assistance Available? yes no

Number of students participating: 2

Adult Supervisors/ Drivers: DRIVER DRIVER
1) _____ yes no 2) _____ yes no
3) _____ yes no 4) _____ yes no

Teachers and Staff Attending:
1) CDR Tom Jones yes no 2) _____ yes no
3) _____ yes no 4) _____ yes no

Principal Approval [Signature] Date 3/30/16

Risk Management Approval (Unusual Activities) [Signature] Date 4/16/16

Segment Administrator Approval [Signature] Date 4/16/16

- 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

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

School Name Luther Burbank High School Date 3-30-2016

Teacher's Name CDR Tom Jones Room # H-7 Telephone # 433-5145

Field Trip Destination Daytona Beach, Florida, National Drill Championships

Reason for travel Cadets will visit colleges and compete in the National High School Drill Team Championships

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 [Signature]
Teacher

Approvals:

[Signature] 3/30/16
Principal Date

[Signature] [Signature]
Risk Management Dept. Date

[Signature] 4/16/16
Segment Administrator Date

[Signature] 4/12/16
Superintendent Date

Board Approval Date

TRAVEL REQUEST FORM (ACC-F014)

Sacramento City Unified School District

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 # _____

Request to Attend: <input checked="" type="checkbox"/> Conference/Workshop Business Meeting	Purpose for Attending: <input checked="" type="checkbox"/> Professional Development Continued Education Credits Earned	
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School/Department Navy JROTC Date 3/30/2016

Date(s) of Event 27 April - 3 May 2016 Location Florida

Event Title (attach brochure) UF, UCF, Embry Riddle college visits + National High School Drill Team Championships

Purpose* Chapperone cadets to college visits and National Championships
 *(what value does this activity give students, attendees, staff, department/site or community?)

How does this travel align with the District's strategic plan? Allows NJROTC unit to improve and compete at a national level.

How will this activity/event be used and shared? All information gained will be shared with other JROTC Instructors

Name of Attendee(s) <small>(attach sheet for additional attendees)</small>	Position	Substitute (Y/N)**	No. of Days Required	Budget Code (for substitute)
CDR Tom Jones	Senior Naval Science Instructor	No		
		No		
		No		
		No		
		No		

****IF A SUBSTITUTE IS NEEDED, SEND A COPY OF THIS FORM TO PERSONNEL, BOX 779** Additional Attendees Attached _____

Approvals: Principal/Department Head Signature & Print Name <u>[Signature]</u> <u>3-30-16</u> Date Cabinet Level or Designee Signature <u>[Signature]</u> <u>4/16/16</u> Date Chief Business Officer Signature <u>[Signature]</u> <u>4-11-16</u> Date Superintendent or Designee Signature <u>[Signature]</u> <u>4/12/16</u> Date	District cost for all attendees (estimate) Registration Fee *** <u> </u> Meals included? <u> </u> B L D Lodging _____ Transportation _____ Meals _____ Other _____ TOTAL <u> </u>
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Categorical Budget Code(s): All costs will be reimbursed by U.S. Navy \$ _____
 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 ****	_____