



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 10.1g

Meeting Date: March 19, 2015

Subject: Sutter Middle School Field Trip to Ashland, Oregon, March 25-27, 2015

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

Division: Interim Deputy Superintendent

Recommendation: Approve Sutter Middle School Field Trip to Ashland, Oregon, March 25-27, 2015 to attend the Shakespeare Festival

Background/Rationale: On March 25-27, 2015, students from Sutter Middle School will travel by charter bus to Ashland, Oregon to see two plays at the Shakespeare Festival. The charter bus will provide bus transportation and will remain with the group to provide transportation to and from dormitories. Students, parent chaperones, and teachers will leave Sutter Middle School Wednesday, March 25th at 8:30 a.m. and will return to Sutter Middle School Friday, March 27th at approximately 3:30 p.m.

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

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
Mary Hardin Young, Area Assistant Superintendent

Approved by: José L. Banda, Superintendent

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

School Name Sutter Middle School Date March 25-27, 2015

Teacher's Name Peters/Henrikson Room # 208/210 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
Southern Oregon University.

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:

[Signature] 02-19-15
Principal Date

[Signature] 2/24/15
Risk Management Dept. Date

[Signature] 2/19/15
Segment Administrator Date

[Signature] 3/2/15
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 Feb. 11, 1025

Date(s) of Event March 25-27, 2015 Location Oregon Shakespeare Festival in Ashland, Oregon

Event Title (attach brochure) Oregon Shakespeare Festival

Purpose* To expose students to the works of Shakespeare, methods of acting, and to visit a college campus.

*(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) <small>(attach sheet for additional attendees)</small>	Position	Substitute (Y/N)**	No. of Days Required	Budget Code <small>(for substitute)</small>
Jennifer Peters	Teacher	No		
Elizabeth Henrikson	Teacher	No		
		No		
		No		
		No		

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

Approvals: <div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> <div style="width: 80%;"> </div> <div style="width: 15%; text-align: center;"> <u>02-19-15</u> Date </div> </div> <div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> <div style="width: 80%;"> </div> <div style="width: 15%; text-align: center;"> <u>2/19/15</u> Date </div> </div> <div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> <div style="width: 80%;"> </div> <div style="width: 15%; text-align: center;"> <u>2/20/15</u> Date </div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 80%;"> </div> <div style="width: 15%; text-align: center;"> <u>3/2/15</u> Date </div> </div>	District cost for all attendees (estimate) Registration Fee *** <u>0</u> Meals included? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No B <input type="checkbox"/> L <input type="checkbox"/> D <input type="checkbox"/> Lodging _____ Transportation _____ Meals _____ Other _____ TOTAL _____
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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 ****	_____