



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 10.1g

Meeting Date: February 15, 2018

Subject: Approve Youth Development, Men’s Leadership Academy (MLA) Field Trip to Atlanta, Georgia from April 5 – 8, 2018

- 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 Youth Development, Men’s Leadership Academy to attend the Student African American Brotherhood National Conference in Atlanta, Georgia from April 5, 2018 – April 8, 2018.

Background/Rationale: On April 5, 2018 – April 8, 2018, the Men’s Leadership Academy students will travel by commercial airline to Atlanta, Georgia to attend the Student African American Brotherhood National Conference.

Financial Considerations: There is no cost to the District. Expenses will be paid by the Stuart Foundation Grand funds.

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, Deputy Superintendent
Doug Huscher, Assistant Superintendent

Approved by: Jorge A. Aguilar, Superintendent

Sacramento City Unified School District
FIELD TRIP REQUEST FORM
 (USE A SEPARATE FORM FOR EACH TRIP)

Parent Permission Form is required for each student field trip. See below reference distribution section for details concerning each type of trip.

School Name Youth Development Date 1 / 17 / 2018

Teacher's Name Adrian Williams Room # _____ Telephone # 916-643-9227
 Fax # _____

Field Trip Destination Atlanta, Georgia

Local-50 mile radius (bus/walking) Local-50 mile radius (driver led trips) Out-of-Town (Beyond 50 mile radius)
(forward directly to Field Trip Office)

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

Route Southwest flight from Sacramento, CA to Atlanta, GA

Educational nature of field trip/excursion To attend the Student African American Brotherhood National Conference

Depart Date 4 / 5 / 18 Time 5:30a am/pm Return Date 4 / 8 / 18 Time 1:30p am/pm

TRANSPORTATION will be provided by: Walking School Bus - contact Transportation Field Trip Office
 Charter Bus Company (certified): Yes No - Check with Field Trip Office
 Private Vehicle/Parent Driver/Faculty Driver - Complete Volunteer Personal Automobile Use Form for each vehicle and driver, must have fingerprint clearance (check with Human Resources for fingerprint clearances)
 Public Transportation Train Commercial Airline Other: _____

Funding Source Stuart Foundation Grant Financial Assistance Available? Yes No

Number of students participating: 15

Adult Chaperones/Drivers: DRIVER DRIVER
 1) Dylan Fisher yes no 2) Wellington Smith yes no
 3) _____ yes no 4) _____ yes no

Teachers and Staff Attending:
 1) Marcus Strother yes no 2) Adrian Williams yes no
 3) _____ yes no 4) _____ yes no

Principal Approval [Signature] Date _____

Risk Management Approval (Unusual Activities) [Signature] Date 1/29/18

Segment Administrator Approval _____ Date 1/25/18

Distribution: Refer to the Field Trip Information Form R3K 100F for the forms and distribution required for each trip:

1. **Local Trip (bus/walking):** (50-mile radius) - Submit to Principal for approval. Maintain all documents at site and forward a copy to the Field Trip Office.
2. **Local Trip:** (50-mile radius: driver led trip) - Submit to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip. Forward approved copy to the Field Trip Office.
3. **Out-of-Town:** (beyond 50-mile radius) - Submit to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip. Forward approved copy to the Field Trip Office.
4. **Overnight Trip:** Submit to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip. Forward approved a copy to the Field Trip Office.
5. **Trip Involving Swimming or Wading:** Submit to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip. Forward approved copy to the Field Trip Office.
6. **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 for approval 6 weeks prior to trip. Segment Administrator will forward to Risk Management for additional approval. Forward approved copy to the Field Trip Office. May require **Special Event Liability Insurance**.
7. **Out-of-State/Country:** Submit to Principal for approval then forward to Segment Administrator for approval SIX (6) WEEKS prior to trip. Segment Administrator will forward to Risk Management for additional approval. Must have Superintendent and Board approval prior to trip. Segment Administrator will place field trip item on Board Agenda. Trips not submitted to Segment Administrator 6 weeks prior to trip will be considered automatically rejected by the Board.
8. **Approved forms will be returned by Segment Administrator. Maintain a copy of all forms at site for 2 years.**

TRAVEL REQUEST FORM (ACC-F014)

Sacramento City Unified School District

Request to Attend: <input checked="" type="checkbox"/> Conference/Workshop <i>Student Conference</i> <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 YOUTH DEVELOPMENT DEPARTMENT Date Jan 12, 2018

Date(s) of Event 4/6 - 4/7/18 (TRAVEL 4/5 - 4/7/18) Location ATLANTA, GA

Event Title (attach brochure) 14TH ANNUAL SAAB NATIONAL CONFERENCE 2018

Purpose* TO COLLABORATE AND BUILD RELATIONSHIPS THAT WILL ENLIGHTEN LIKEMINDED PROFESSIONALS, COMMUNITY ACTIVISTS, AND SCHOLARS WHO STRIVE TO MAKE A DIFFERENCE IN THE LIVES OF YOUNG MEN OF COLOR.

*(what value does this activity give students, attendees, staff, department/site or community?)

How does this travel align with the District's strategic plan? CONTINUING TO STRIVE FOR EQUITY AND ACCESS TO ALL STUDENTS, INCLUDING BMOC WITHIN SCUSD

How will this activity/event be used and shared? STUDENTS WILL SHARE THROUGH COUNCIL MEETINGS AND LEADERSHIP PROGRAMS

Name of Attendee(s) (attach sheet for additional attendees)	Position	Substitute (Y/N)*	No. of Days Required	Budget Code (for substitute)
MARCUS STOTHER	COORDINATOR	No		
ADRIAN WILLIAMS	SPECIALIST	No		
DYLAN FISHER	PROG ASSOCIATE	No		
WELLINGTON (PJ) SMITH	PROG ASSOCIATE	No		
STACEY AULT	DIRECTOR	No		

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

Approvals: <div style="margin-bottom: 10px;"> _____ Principal/Department Head Signature & Print Name </div> <div style="margin-bottom: 10px;"> _____ Cabinet Level or Designee Signature </div> <div style="margin-bottom: 10px;"> _____ Chief Business Officer Signature </div> <div style="margin-bottom: 10px;"> _____ Superintendent or Designee Signature </div>	District cost for all attendees (estimate) Registration Fee *** <u>1225.00</u> Meals included? <input type="checkbox"/> No B <input type="checkbox"/> L <input type="checkbox"/> D <input type="checkbox"/> Lodging <u>1,286.51</u> Transportation <u>3,103.19</u> Meals <u>862.50</u> Other _____ TOTAL <u>\$6,477.20 .00</u>
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Categorical Budget Code(s): 01-9063-0-5230-00-0000-2100-000-0767-000 \$ 6,477.20
 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	<u>V18-01094</u>	<u>1225.00</u>
Hotel	<u>V18-01092</u>	<u>1286.51</u>
Airfare ****	<u>V18-01093</u>	<u>2645.00</u>
Car Rental ****	<u>B18-01008</u>	<u>458.19</u>

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

School Name JFK, West Campus, Sac High, Rosemont, CKM, Health Professions Date 1 / 17 / 18

Teacher's Name Adrian Williams Room # _____ Telephone # 916-643-9227

Field Trip Destination Atlanta, Georgia - April 5-8, 2018

Reason for travel Sacramento City Unified School District - Men's Leadership Academy has the opportunity to take

15 students to the Student African American Brotherhood National Conference held in Atlanta, Georgia on April 6-7, 2018.

One of our MLA leaders has been selected to introduce the Keynote Speaker who will be Mr. Aranthan "AJ" Jones II,

Chief of Staff, W.K. Kellogg Foundation. Students will attend various sessions where they will learn new leadership skills.

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 to Risk Management for review before signing. Attach a detailed itinerary for each day

Signed 
 Teacher

Approvals:

 _____ / ____ / ____
 Principal Date

 1 / 29 / 18
 Risk Management Dept. Date

 1 / 25 / 18
 Segment Administrator Date

 1 / 30 / 18
 Superintendent Date

_____/_____/_____
 Board Approval Date