



# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 10.1i

**Meeting Date:** November 21, 2019

**Subject:** Approve West Campus High School Basketball Field Trip to Phoenix, AZ from December 16 through December 21, 2019

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

**Division:** Academic Office

**Recommendation:** Approve West Campus High School Field Trip to Phoenix, Arizona from December 16 through December 21, 2019.

**Background/Rationale:** On December 16, 2019, a group of 11 students, two teachers and one parent chaperone from West Campus will travel via commercial airline to Phoenix, Arizona, to participate in the Nike National Basketball Tournament of Champions.

**Financial Considerations:** No cost to the District.

**LCAP Goal(s):** College and Career Ready Students

**Documents Attached:**

1. Out of State Field Trip Documents

<p><b>Estimated Time of Presentation:</b> N/A</p> <p><b>Submitted by:</b> Christine Baeta, Chief Academic Officer Chad Sweitzer, Instructional Assistant Superintendent</p> <p><b>Approved by:</b> Jorge A. Aguilar, Superintendent</p>
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\*\*Justification - Participation in high level athletic competition will benefit the student athletes in their development in both athletics and academics.

## 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 # R20-00674

**Request to Attend:**

- Conference/Workshop
- Business Meeting

**Purpose for Attending:**

- Professional Development
- Continued Education Credits Earned

School/Department West Campus High School

Date 10/25/2019

Date(s) of Event 12/16/2019 - 12/21/2019

Location Phoenix, Arizona - Nike Tournament

Event Title (attach brochure) Nike Tournament of Champions

Purpose\* Girls' Varsity Basketball team will participate in a tournament hosted by Nike and meet teams fro around the country.

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

How does this travel align with the District's strategic plan? Students will participate in a tournament on a national level

How will this activity/event be used and shared? The team and coaches will share their knowledge and experience with teammates unable to attend.

Name of Attendee(s)  
(attach sheet for additional attendees)

Position

Substitute  
(Y/N)\* \*

No. of Days  
Required

Budget Code  
(for substitute)

John Langston

Girls' Basketball Coach

No

April Cochrane Mauldin

Girls' Basketball Coach

No

Reina Hudson

Parent

No

No

No

Additional Attendees Attached


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

**Approvals:**

 John M. Meek 10-29-19  
Principal/Department Head Signature & Print Name Date

 Cabinet Level 10-31-19  
Cabinet Level or Designee Signature Date

 Chief Business Officer 11-5-19  
Chief Business Officer Signature Date

 Superintendent 11/6/19  
Superintendent or Designee Signature Date

District cost for all attendees (estimate)

Registration Fee \*\*\* 0.00

Meals included?

B  L  D

Lodging \$00.00

Transportation \$1834.76

Meals \$00.00

Other \$00.00

TOTAL \$ 1834.76

\$

Categorical

Budget Code(s):

General Fund/Unrestricted

01-0000-0-5832-00-1110-4000-00-0521 \$ 1834.76

\*\*\*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  
**OUT-OF-STATE OR OUT-OF-COUNTRY  
 TRAVEL REQUEST**

School Name West Campus High School Date 12 / 16 / 2019

Teacher's Name John Langston Room # N/A Telephone # 916-531-3529

Field Trip Destination Phoenix Arizona

Reason for travel Girls Basketball Tournament

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 *John Langston*  
 Teacher

**Approvals:**

*[Signature]* 10 / 29 / 19  
 Principal Date

*[Signature]* 10 / 30 / 19  
 Risk Management Dept. Date

*[Signature]* 10 / 31 / 19  
 Segment Administrator Date

*[Signature]* 11 / 6 / 19  
 Superintendent Date

/ /  
 Board Approval Date

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 West Campus High School Date 10 / 24 / 2019

Teacher's Name John Langston Room # \_\_\_\_\_ Telephone # (916) 531-3529  
 Fax # \_\_\_\_\_

Field Trip Destination Phoenix, Arizona – Nike Tournament of Champions

- 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 Airline travel

Educational nature of field trip/excursion: Girls' Basketball Tournament on a national level

Depart Date 12 / 16 / 2019 Time 4:50 <sup>PM</sup> am/pm Return Date 12 / 21 / 2019 Time 11:35 <sup>PM</sup> 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 Team Fundraising Financial Assistance Available?  Yes  No

Number of students participating: 11

Adult Chaperones/Drivers: Use additional forms if more than 4 names

- |                        |                              |  |          |  |
|------------------------|------------------------------|--|----------|--|
|                        | DRIVER                       |  |          | DRIVER   |
| 1) <u>Reina Hudson</u> | <input type="checkbox"/> yes | <input checked="" type="checkbox"/> no | 2) _____ | <input type="checkbox"/> yes <input type="checkbox"/> no |
| 3) _____               | <input type="checkbox"/> yes | <input type="checkbox"/> no            | 4) _____ | <input type="checkbox"/> yes <input type="checkbox"/> no |

Teachers and Staff Attending: Use additional forms if more than 4 names

- |                         |   |                             |                                  |   |                             |
|-------------------------|---|-----------------------------|----------------------------------|---|-----------------------------|
| 1) <u>John Langston</u> | <input checked="" type="checkbox"/> yes | <input type="checkbox"/> no | 2) <u>April Cochrane Mauldin</u> | <input checked="" type="checkbox"/> yes | <input type="checkbox"/> no |
| 3) _____                | <input type="checkbox"/> yes            | <input type="checkbox"/> no | 4) _____                         | <input type="checkbox"/> yes            | <input type="checkbox"/> no |

Principal Approval [Signature] Date 10.29.19  
 Risk Management Approval (Unusual Activities) [Signature] Date 10.30.19  
 Segment Administrator Approval [Signature] Date 10.31.19

Distribution: Refer to the Field Trip Information Form RSK 106F for the forms and distribution required for each trip:

- Local Trip (school or charter bus): (50-mile radius) - Submit to Principal for approval. Maintain all documents at site and forward a copy to Segment Administrator for approval.
- Local Trip: (50-mile radius: driver led) - Submit driver led trips to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip.
- Local Trip: (waling, RT, Amtrak): Submit walking trips to Principal for approval then forward to Segment Administrator for approval 2 weeks prior to trip.
- Out-of-Town: (beyond 50-mile radius) - Submit to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip.
- Overnight Trip: Submit to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip.
- Trip Involving Swimming or Wading: Submit to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip.
- Trip Involving Unusual Activities (Water sports or high risk activities such as rafting, snorkeling, rock climbing, sklling, etc.) - Submit to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip. This may require Special Event Liability Insurance.
- Out-of-State/Country: Submit to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip. Must have Superintendent, Board of Education and Risk Management 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 of Education.
- Approved forms will be returned by Segment Administrator. Maintain a copy of all forms at site for 2 years.

Reviewed by Site Office Manager: [Signature]  
 (Initials)