



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 10.1j

Meeting Date: March 19, 2015

Subject: School of Engineering and Sciences Field Trip to Windsor, Ontario, Canada March 28 to April 8, 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 School of Engineering and Sciences Field Trip to Windsor, Ontario, Canada March 28 to April 8, 2015 to compete in the FRC Robotics Regional Competition

Background/Rationale: On March 28 – April 8, 2015 19 students, 2 teachers, and 4 parents from School of Engineering and Sciences will travel to Windsor, Ontario, Canada to participate in the FRC Robotics Competition.

Financial Considerations: No cost to the district. Expenses paid through parent donation 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
Tu Moua Carroz, 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 School of Engineering and Sciences Date 1/26/15
 Teacher's Name Ken Davis Room # B5 Telephone # 433-2960

Field Trip Destination Windsor, Ontario, Canada

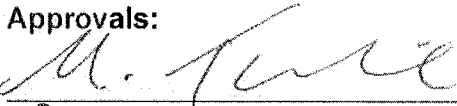



Reason for travel FRC Robotics Competition

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: attached

Signed  1/27/15
 Teacher

Approvals:

<u></u>	<u>1/26/15</u>
Principal	Date
<u></u>	<u>3/2/15</u>
Risk Management Dept.	Date
<u></u>	<u>1/29/15</u>
Segment Administrator	Date
<u></u>	<u>3/2/15</u>
Superintendent	Date

Board Approval Date _____

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 School of Engineering and Sciences Date 1/29/2015

Teacher's Name Ken Davis Room # B5 Telephone # 433-2960
Fax # 433-2959

Field Trip Destination Windsor Ontario, Canada

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

Route see attached

Educational nature of field trip/excursion FRC Robotics Regional Competition
College and Career Readiness

Depart Date 3/28/15 Time 6:00 pm am/pm Return Date 4/8/15 Time 6:00 pm 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: Van Rentals

Funding Source _____ Financial Assistance Available? yes no

Number of students participating: 19 (20)

Adult Supervisors/ Drivers: DRIVER DRIVER
1) Renee Quan yes no 2) Elizabeth Aponte Inzunza yes no
3) Mike Sullivan yes no 4) Berta Serrato yes no

Teachers and Staff Attending:
1) Ken Davis yes no 2) Julio Olivares yes no
3) _____ yes no 4) _____ yes no

Principal Approval [Signature] Date 01/29/15

Risk Management Approval (Unusual Activities) [Signature] Date 3/2/15

Segment Administrator Approval [Signature] Date 1/29/15

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

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 # _____
--	---	--

School/Department School of Engineering and Sciences Date 1/29/2015

Date(s) of Event March 28 - April 8, 2015 Location Windsor Ontario, Canada

Event Title (attach brochure) FRC Robotics Regional Competition

Purpose* Robotics Competition

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

How does this travel align with the District's strategic plan? College and Career Readiness

How will this activity/event be used and shared? Among students/staff and future students for continued learning.

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>
Ken Davis	Teacher	Yes	□	
Julio Olivares	Teacher	Yes	□	
Berta Serrato	Parent	No	□	
Elizabeth Aponte Inzunza	Parent	No	□	
Mike Sullivan	Parent	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;"> MATT TURKIE <u>01/29/15</u> Principal/Department Head Signature & Print Name Date </div> <div style="margin-bottom: 10px;"> Cabinet Level or Designee Signature <u>1/29/15</u> Date </div> <div style="margin-bottom: 10px;"> Chief Business Officer Signature <u>1/30/15</u> Date </div> <div style="margin-bottom: 10px;"> Superintendent or Designee Signature <u>3/2/15</u> Date </div>	District cost for all attendees (estimate) Registration Fee *** □ Meals included? □ B <input type="checkbox"/> L <input type="checkbox"/> D <input type="checkbox"/> Lodging _____ Transportation _____ Meals _____ Other _____ TOTAL <u>2</u>
---	--

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 ****	_____