



# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 10.1o

**Meeting Date:** March 15, 2018

**Subject:** Approve Luther Burbank High School Field Trip to Reno, Nevada  
April 13-15, 2018

- 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 Luther Burbank High School Field Trip to Reno, Nevada  
April 13-15, 2018

**Background/Rationale:** From April 13-15, 2018, a group of seven students, one teacher and one parent chaperone from Luther Burbank High School will travel via rental car/van to Reno, Nevada, to participate in the Key Club Officers Leadership Training and Award Ceremony.

**Financial Considerations:** No cost to the district. Expenses paid through the school's ASB Fund. Financial assistance from the ASB Fund was made available for students in need.

**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:** Iris Taylor, Chief Academic Officer

Tu Moua-Carroz, Instructional 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 Luther Burbank High School Date 02 / 08 / 18  
 Teacher's Name John Perryman Room # E7 Telephone # 833-498  
 Fax # 433-5199

Field Trip Destination The Grand Sierra Resort Reno – Key Club Convention

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 I-80 to Reno

Educational nature of field trip/excursion key Club Officer Elects attend leadership training and awards for service in Key Club

Depart Date 04 / 13 / 18 Time 9am am/pm Return Date 04 / 15 / 18 Time 2pm 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: Rental Van/car

Funding Source ASB Fund Financial Assistance Available?  Yes  No Number of students participating: 7

Adult Chaperones/Drivers: DRIVER DRIVER  
 1) Marty Maxwell (level III cleared)  yes  no 2) \_\_\_\_\_  yes  no  
 3) \_\_\_\_\_  yes  no 4) \_\_\_\_\_  yes  no

Teachers and Staff Attending:  
 1) John Perryman  yes  no 2) \_\_\_\_\_  yes  no  
 3) \_\_\_\_\_  yes  no 4) \_\_\_\_\_  yes  no

Principal Approval \_\_\_\_\_ Date 2/14/18  
 Risk Management Approval (Unusual Activities) [Signature] Date 2/22/18  
 Segment Administrator Approval \_\_\_\_\_ Date 2/20/18

- 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.
  - Local Trip: (50-mile radius: driver led, walking trip) - Submit driver led trips to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip. 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, skiing, 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.

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

School Name Luther Burbank High School Date 04/13-15 /2018


Teacher's Name John Perryman Room # E7 Telephone # 833-4989

Field Trip Destination The Grand Sierra Resort Reno – Key Club Convention

Reason for travel Key Club officers leadership training and award ceremony

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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:**

 02/14/18  
 Principal Date

 2/22/18  
 Risk Management Dept. Date

 2 / 20 / 18  
 Segment Administrator Date

 2 / 26 / 18  
 Superintendent Date

    /    /      
 Board Approval Date

TRAVEL REQUEST FORM (ACC-F014)  
Sacramento City Unified School District

<b>Request to Attend:</b> <input type="checkbox"/> Conference/Workshop <input type="checkbox"/> Business Meeting	<b>Purpose for Attending:</b> <input type="checkbox"/> Professional Development <input type="checkbox"/> Continued Education Credits Earned	<b>Instructions:</b> This form must be completed and received in Accounts Payable at least <b>30 days</b> prior to the proposed trip- <b>60 days</b> if out-of-state. REQ # _____
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School/Department Luther Burbank High School Date Feb 16, 2018

Date(s) of Event 4/13-15/18 Location The Grand Sierra Resort Reno

Event Title (attach brochure) Key Club Convention

Purpose\* Key Club Officer elects attend leadership training

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

What Board goal/priority does this travel support? Leadership training

How will this activity/event be used and shared? \_\_\_\_\_

Name of Attendee(s) (attach sheet for additional attendees)	Position	Substitute (Y/N)**	No. of Days Required	Budget Code (for substitute)
John Perryman	Teacher	Yes	3	
Marty Maxwell	Adult Chaperone	No		
		No		01-0000-0-1102-15-1110-1000-000-0530-000
		No		

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

<b>Approvals:</b> _____ <u>2/16/18</u> Principal/Department Head Date _____ <u>2/20/18</u> Associate Superintendent/Assistant Superintendent Date _____ <u>2/26/18</u> Deputy Superintendent/CFO (Finance) Date _____ <u>2/26/18</u> Superintendent or Designee Date	District cost for all attendees (estimate) Registration Fee *** _____ Meals Included? <input type="checkbox"/> B <input type="checkbox"/> L <input type="checkbox"/> D Lodging _____ Transportation _____ Meals _____ Other _____ TOTAL _____
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Categorical Budget Code(s): ASB Fund \$ 0.00  
 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 ****	_____	_____