



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 11.1m

Meeting Date: June 21, 2018

Subject: Approve Youth Development Men's Leadership Academy Field Trip to Denver, Colorado from July 5-7, 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 Field Trip to Denver, Colorado from July 5, 2018 – July 7, 2018.

Background/Rationale: On July 5, 2018 – July 7, 2018, students in the Youth Development Men's Leadership Academy will travel by commercial airline to Denver, Colorado to attend the Campaign for Black Male Achievement (CBMA) Restoration Retreat.

Financial Considerations: There is no cost to the District. Expenses are being paid by CBMA.

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 May / 22 / 2018

Teacher's Name Marcus Strother Room # _____ Telephone # 916-643-7992
 Fax # _____

Field Trip Destination Denver, Colorado (3000 Lawrence St #101, Denver, CO 80205)

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 Sacramento International Airport to Denver International Airport

Educational nature of field trip/excursion Provide young men with a healing and restorative experience with nature
Introduce young people to brand new experiences and information

Depart Date 7 / 5 / 2018 Time 6:00am am/pm Return Date 7 / 7 / 2018 Time 10:00pm 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 CBMA Financial Assistance Available? Yes No

Number of students participating: 2

Adult Chaperones/Drivers:	DRIVER		DRIVER
1) _____	<input type="checkbox"/> yes <input 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:

1) <u>Marcus Strother</u>	<input type="checkbox"/> yes <input 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

Principal Approval [Signature] Date 5/22/18

Risk Management Approval (Unusual Activities) [Signature] Date 5/22/18

Segment Administrator Approval [Signature] Date 5/22/18

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

1. **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.
2. **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.
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.
4. **Overnight Trip:** Submit to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip.
5. **Trip Involving Swimming or Wading:** Submit to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip.
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. This may require **Special Event Liability Insurance**.
7. **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.
8. **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 (RSK-F106B)**

School Name West Campus Date May 20, 2018

Teacher's Name Marcus Strother Room # _____ Telephone # 916-643-7992

Field Trip Destination Denver, Colorado - July 5-7, 2018

Reason for travel Provide young men with a healing and restorative experience with nature; and


introduce them to brand new experiences and information. Build intergenerational community between attending cities.

Students will brainstorm the possibility of what an annual healing and restorative experience on the ranch would look like.





Students will interact with other students from Oakland, Baltimore, Louisville, Baton Rouge, Detroit and Milwaukee

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:

<u></u>	Date
Principal	
<u></u>	<u>5/22/18</u>
Risk Management Dept.	Date
<u></u>	<u>5/22/18</u>
Segment Administrator	Date
<u></u>	<u>5/26/18</u>
Superintendent	Date

Board Approval Date _____

TRAVEL REQUEST FORM (ACC-F014)

Sacramento City Unified School District

Request to Attend: <input checked="" 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 YOUTH DEVELOPMENT DEPARTMENT Date 5/22/2018

Date(s) of Event JULY 5-7, 2018 Location LINCOLN HILLS RANCH, CO

Event Title (attach brochure) CBMA RESTORATION RETREAT

Purpose* TO NETWORK AND COLLABORATE WITH FELLOW EDUCATORS AND LEADERS, ALONG WITH EXPANDING STUDENTS LEADERSHIP SKILLS AND EXPERIENCE (TWO STUDENTS WILL BE ATTENDING AS WELL)

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

How does this travel align with the District's strategic plan? PROVIDING ACCESS TO STUDENTS BEYOND THE CLASSROOM, AND BUILDING RELATIONSHIPS WITH OTHER STAKEHOLDERS

How will this activity/event be used and shared? THROUGH STUDENT MEETINGS, AND STAFF MEETINGS, AND PROFESSIONAL DEVELOPMENT

Name of Attendee(s) (attach sheet for additional attendees)	Position	Substitute (Y/N)**	No. of Days Required	Budget Code (for substitute)
MARCUS STROTHER	YDSS COORDINATOR	No	1	
		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="margin-bottom: 10px;"> Principal/Department Head Signature & Print Name _____ Date <u>5-22-18</u> </div> <div style="margin-bottom: 10px;"> Cabinet Level or Designee Signature _____ Date <u>5/22/18</u> </div> <div style="margin-bottom: 10px;"> Chief Business Officer Signature _____ Date <u>5/23/18</u> </div> <div style="margin-bottom: 10px;"> Superintendent or Designee Signature _____ Date _____ </div>	District cost for all attendees (estimate) Registration Fee *** 0.00 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 \$ 0.00
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Categorical Budget Code(s): NO COST TO DISTRICT- \$ _____
 General Fund/Unrestricted CBMA WILL COVER FULL COST \$ _____

***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 ****	_____