



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 12.1e

Meeting Date: January 19, 2023

Subject: Approve West Campus High School Golden Desert Debate
Tournament in Las Vegas, NV from February 3-6, 2023

- 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 West Campus High School Golden Desert Debate
Tournament in Las Vegas, NV from February 3-6, 2023

Background/Rationale: On February 3, four students, the debate coach, and one chaperone will travel by commercial airline to Las Vegas for 3 nights to participate at The University of Nevada Las Vegas Golden Desert Debate Tournament.

Financial Considerations: There is no cost to the district. Expenses will be paid by the Sacramento Urban Debate League.

LCAP Goal(s): College preparedness, increasing communication and critical thinking skills.

Documents Attached:

1. Out-of-state field trip documents

Estimated Time of Presentation: N/A
Submitted by: Lisa Allen, Deputy Superintendent
 Vanessa Buitrago, 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 West Campus High School Date 12 / 12 / 2022

Teacher's Name Stephen Goldberg Room # _____ Telephone # _____
 Fax # _____

Field Trip Destination University of Nevada, Las Vegas

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 Air travel - from SAC International airport to LV Airport - See individual flight itinerary

Educational nature of field trip/excursion Speech and Debate Tournament

Depart Date 02 / 03 / 2023 Time 4:30 am/pm Return Date 02 / 06 / 2023 Time 11:00 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 Urban Debate League Financial Assistance Available? Yes No

Number of students participating: 4

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

	DRIVER		DRIVER
1) <u>Julia Green</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>Stephen Goldberg</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

Principal Approval [Signature] Date 12.16.22

Risk Management Approval (Unusual Activities) [Signature] Date 1/10/2023

Instructional Assistant Superintendent Approval [Signature] Date 12/20/22

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 Instructional Assistant Superintendent for approval.
2. Local Trip: (50-mile radius: driver led) - Submit driver led trips to Principal for approval then forward to Instructional Assistant Superintendent for approval 6 weeks prior to trip.
3. Local Trip: (wading, RT, Amtrak): Submit walking trips to Principal for approval then forward to Instructional Assistant Superintendent for approval 2 weeks prior to trip.
4. Out-of-Town: (beyond 50-mile radius) - Submit to Principal for approval then forward to Instructional Assistant Superintendent for approval 6 weeks prior to trip.
5. Overnight Trip: Submit to Principal for approval then forward to Instructional Assistant Superintendent for approval 6 weeks prior to trip.
6. Trip Involving Swimming or Wading: Submit to Principal for approval then forward to Instructional Assistant Superintendent for approval 6 weeks prior to trip.
7. Trip Involving Unusual Activities (Water sports or high risk activities such as rafting, snorkelling, rock climbing, skiing, etc.) - Submit to Principal for approval then forward to Instructional Assistant Superintendent for approval 6 weeks prior to trip. This may require Special Event Liability Insurance.
8. Out-of-State/Country: Submit to Principal for approval then forward to Instructional Assistant Superintendent for approval 6 weeks prior to trip. Must have Superintendent, Board of Education and Risk Management approval prior to trip. Instructional Assistant Superintendent 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.
9. Approved forms will be returned by Instructional Assistant Superintendent. Maintain a copy of all forms at site for 2 years
10. Venue/Destination: Must comply with SCUSD COVID19 Mitigation Guidelines for all trips outside of district facilities.

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

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 West Campus High School Date 12/12/2022

Date(s) of Event 02/03-06/2023 Location University Nevada Las Vegas, Las Vegas, NV

Event Title (attach brochure) Golden Dessert Debate Tournament

Purpose* For students to participate in debate tournament. It gives students an opportunity to build their public speaking skills and network with other student groups

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

How does this travel align with the District's strategic plan? It will prepare students for College and Career readiness

How will this activity/event be used and shared? Participating students will share their experience with other students unable to attend this event.

Name of Attendee(s) (attach sheet for additional attendees)	Position	Substitute (Y/N)**	No. of Days Required	Budget Code (for substitute)
<u>Stephen Goldberg</u>	<u>Volunteer-Coach</u>	<u>No</u>	<u> </u>	
<u>Julia Green</u>	<u>Volunteer</u>	<u>No</u>	<u> </u>	
		<u>No</u>	<u> </u>	
		<u>No</u>	<u> </u>	
		<u>No</u>	<u> </u>	

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

Approvals: Principal/Department Head Signature & Print Name <u>John McMeel</u> Date <u>12/16/22</u> Cabinet Level or Designee Signature _____ Date <u>1-10-23</u> Chief Business Officer Signature _____ Date <u>12/22/22</u> Superintendent or Designee Signature _____ Date _____	District cost for all attendees (estimate) Registration Fee *** <u>0.00</u> Meals included? <input checked="" type="checkbox"/> Yes B <input type="checkbox"/> L <input type="checkbox"/> D <input type="checkbox"/> Lodging <u>0.00</u> Transportation <u>0.00</u> Meals <u>0.00</u> Other <u>0.00</u> TOTAL \$ 0.00
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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 ****	_____

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

School Name: West Campus _____ Date: 2/3/23-2/6/23

Teacher's Name: Stephen Goldberg _____ Room # _____ Telephone #: 916-712-0782

Field Trip Destination: University of Nevada Las Vegas

Reason For Travel: Debate 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

Approvals:

 _____ 12, 16, 22
Principal Date

 _____ 1, 10, 2023
Risk Management Dept. Date

 _____ 12, 20, 22
Segment Administrator Date

 _____ 12, 22, 22
Superintendent Date

Board Approval Date