



# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 2.0

**Meeting Date:** June 27, 2015

**Subject:** Approve July 9, 2015, Field Trip to Attend White House Tribal Youth Gathering

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

**Division:** Youth Development Support Services

**Recommendation:** Approve the July 9<sup>th</sup> American Indian Education Program (AIEP) field trip to attend the “invite only” White House Tribal Youth Gathering and National UNITY Conference, July 10<sup>th</sup> - 14<sup>th</sup>, 2015.

**Background/Rationale:** Three youth leaders from SCUSD’s American Indian Education Program have been invited to attend the first White House Tribal Youth Gathering in Washington, D.C. After the historic White House convening, the young people will join more than 1,200 Native American youth from across the country at the fourth annual UNITY conference. UNITY’s National conference continues the work of the network promoting personal growth, citizenship and leadership among American Indian and Alaska Native Youth.

**Financial Considerations:** The trip will be paid for by parent contribution, AIEP and Youth Development funds.

**LCAP Goal(s):** Career & College Ready Students; Family & Community Engagement

**Documents Attached:**

1. Field Trip packet

<p><b><u>Estimated Time of Presentation:</u></b> N/A</p> <p><b><u>Submitted by:</u></b> Stacey Bell, Director, Youth Development</p> <p><b><u>Approved by:</u></b> Lisa Allen, Interim Deputy Superintendent</p>
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Sacramento City Unified School District  
**OUT-OF-STATE OR OUT-OF-COUNTRY  
 TRAVEL REQUEST**

School Name SCUSD American Indian Education Program Date June 24, 2015

Teacher's Name Jesus Limon Room # Serna Telephone # 643-9364

Field Trip Destination Washington D.C.

Reason for travel Students will attend the first ever White House Tribal Youth Gathering in Washington DC, to provide American Indian youth the opportunity to interact with senior Administration officials and the White House Council on Native American Affairs.


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: \_\_\_\_\_  
 \_\_\_\_\_

Signed Jesus Limon   
 Teacher

**Approvals:**

  
 Principal 6/24/15  
Date

\_\_\_\_\_  
 Risk Management Dept. Date  
 6/24/15

Segment Administrator Date  
 6/25/15  
 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 Youth Development Department Date Jun 24, 2015

Date(s) of Event July 9, 2015 Location Washington DC,

Event Title (attach brochure) Tribal Youth Gathering at the White House

Purpose\* To provide American Indian and Alaska Native youth from across the country the opportunity to interact directly with senior Administration officials and the White House Council on Native American Affairs.

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

How does this travel align with the District's strategic plan? Improving students educational experiences and to learn to become global leaders

How will this activity/event be used and shared? Information brought back to other American Indian and Alaska Native youth

Name of Attendee(s) <small>(attach sheet for additional attendees)</small>	Position	Substitute (Y/N)* **	No. of Days Required	Budget Code (for substitute)
<u>Jesus Limon Guzman</u>	<u>YD Specialist II</u>	No		
<u>Dereck Goodwin</u>	<u>Parent</u>	No		
		No		
		No		
		No		

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

<b>Approvals:</b> <div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> <div style="width: 80%;">            Principal/Department Head Signature &amp; Print Name         </div> <div style="width: 15%; text-align: center;"> <u>6/24/15</u> Date         </div> </div> <div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> <div style="width: 80%;">            Cabinet Level or Designee Signature         </div> <div style="width: 15%; text-align: center;"> <u>6/24/15</u> Date         </div> </div> <div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> <div style="width: 80%;">            Chief Business Officer Signature         </div> <div style="width: 15%; text-align: center;"> <u>6/23/15</u> Date         </div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 80%;">            Superintendent or Designee Signature         </div> <div style="width: 15%; text-align: center;"> <u>6/25/15</u> Date         </div> </div>	District cost for all attendees (estimate) Registration Fee *** <input style="width: 80%;" type="text"/> Meals included? <input type="checkbox"/> B <input type="checkbox"/> L <input type="checkbox"/> D Lodging _____ Transportation _____ Meals _____ Other _____ <b>TOTAL</b> <input style="width: 80%;" type="text"/>
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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  
**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 American Indian Education Program Date June 24, 2015

Teacher's Name Jesus Limon Room # \_\_\_\_\_ Telephone # 643-9364  
Fax # 399-2041

Field Trip Destination Washington D.C.

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

Route \_\_\_\_\_

Educational nature of field trip/excursion American Indian/Alaska Native youth will have the opportunity to interact with senior Administration and White House Council on Indian Affairs

Depart Date July 8th Time \_\_\_\_\_ am/pm    Return Date July 13th Time \_\_\_\_\_ 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: \_\_\_\_\_

Funding Source \_\_\_\_\_ Financial Assistance Available?     yes     no

Number of students participating: 3

Adult Supervisors/ Drivers:	DRIVER	DRIVER
1) <u>Dereck Goodwin</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:

1) <u>Jesus Limon</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 6/24/15

Risk Management Approval (Unusual Activities) [Signature] Date 6/25/15

Segment Administrator Approval [Signature] Date 6/24/15

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