



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 8.1f

Meeting Date: September 12, 2013

Subject: Approve Luther Burbank High School Navy JROTC Field Trip to Reno, Nevada – September 15, 2013

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

Division: Area Assistant Superintendent

Recommendation: Approve Luther Burbank High School Navy JROTC Field Trip to Reno, Nevada – September 15, 2013.

Background/Rationale: Commander Tom Jones will transport three Navy JROTC students via private vehicle to experience the Reno Air Races. They will depart at 5:30 a.m. and return at 9:00 p.m.

Financial Considerations: No cost to the district. Expenses were paid through parent contributions and fundraising.

Documents Attached:
Out of State Field Trip Documents

Estimated Time of Presentation: N/A

Submitted by: Mary Hardin Young, Area Assistant Superintendent

Approved by: Jonathan P. Raymond, Superintendent

TRAVEL REQUEST FORM (ACC-F014)

Sacramento City Unified School District

Request to Attend: <input checked="" type="checkbox"/> Conference/Workshop Business Meeting	Purpose for Attending: <input checked="" type="checkbox"/> Professional Development 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 Luther Burbank HS - NJROTC Date 8/30/2013

Date(s) of Event Sunday, 09/15/2013 Location Reno, Nevada

Event Title (attach brochure) Reno Air Races

Purpose* 4 VIP tickets + Pit Passes donated to Navy JROTC on 8/30/2013. Students will learn about aviation and aviation careers.
 *(what value does this activity give students, attendees, staff, department/site or community?)

How does this travel align with the District's strategic plan? Student opportunities and career development

How will this activity/event be used and shared? Event will create learning opportunities and excitement with attending students and all their friends at LBHS

Name of Attendee(s) (attach sheet for additional attendees)	Position	Substitute (Y/N)**	No. of Days Required	Budget Code (for substitute)
CDR Tom Jones	Senior Naval Science Instructor	No	1	None
Alfonso Mestidio	Student	No		
Willie Lafradez	Student	No		
Jashneel Kumar	Student	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 </div> <div style="margin-bottom: 10px;"> _____ Cabinet Level or Designee Signature </div> <div style="margin-bottom: 10px;"> _____ Chief Business Officer Signature </div> <div style="margin-bottom: 10px;"> _____ Superintendent or Designee Signature </div>	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): Navy Funded, no cost to SCUUSD \$ _____
 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 Luther Burbank HS Date 8/30/2013

Teacher's Name CDR Jones (Tickets donated on 8/30/2013) Room # H-7 Telephone # 717-3038
Fax # _____

Field Trip Destination Reno Air Races - Reno, Nevada

Local (50 mile radius) Out-of-Town (Beyond 50 mile radius) Overnight

Out-of-State/Country Involving Swimming or Wading Unusual Activities

Route I-80 to Reno

Educational nature of field trip/excursion 4 VIP tickets + pit passes donated to Navy JROTC on 8/30/2013

Students will learn about aviation and aviation careers.

Depart Date 9/15 Time 0530am am/pm Return Date 9/15 Time 9pm 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 Navy JROTC Financial Assistance Available? yes no

Number of students participating: 3

Adult Supervisors/ Drivers:

	DRIVER			DRIVER	
1) _____	yes	no	2) _____	yes	no
3) _____	yes	no	4) _____	yes	no

Teachers and Staff Attending:

1) CDR Tom Jones yes no 2) _____ yes no
3) _____ yes no 4) _____ yes no

Principal Approval [Signature] Date 9/30/13

Risk Management Approval (Unusual Activities) [Signature] Date 9/5/13

Segment Administrator Approval [Signature] Date 9/4/13

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

- Local Trip: (50 mile radius) - Submit to Principal for approval. Maintain all documents at site.
- Out-Of-Town: (beyond 50 mile radius) - Submit to Principal for approval then forward to Segment Administrator 10 days prior to trip.
- Overnight Trip: Submit to Principal for approval then forward to Segment Administrator 10 days prior to trip.
- Trip Involving Swimming or Wading: Submit to Principal for approval then forward to Segment Administrator 10 days 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 and Risk Management 6 weeks prior to trip. **Must purchase Special Event Liability Insurance.**
- 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.

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

School Name Luther Burbank HS Date 8/30/2013

Teacher's Name CDR Tom Jones Room # H-7 Telephone # 717-3038

Field Trip Destination Reno Air Races - Reno, Nevada

Reason for travel 4 VIP tickets + Pit Passes donated to Navy JROTC on 8/30/2013

Students will learn about aviation and aviation careers.

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 schedule

Signed CDR Tom Jones MSN (Ret)
Teacher

Approvals:

[Signature] 8/30/13
Principal Date

[Signature] 9/5/13
Risk Management Dept. Date

[Signature] 9/4/13
Segment Administrator Date

Superintendent Date

Board Approval Date