



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 8.1f

Meeting Date: May 2, 2013

Subject: John Bidwell Elementary School Field Trip to Washington, D. C.
June 4 – 8, 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 Superintendents

Recommendation: Approve John Bidwell Elementary School Field Trip to Washington, D. C.
June 4 – 8, 2013

Background/Rationale: June 4 – 8, 2013 15 sixth grade students, 2 teachers and 5 parents will travel by commercial airline to Washington D.C. Students will participate in an educational tour of Washington D.C. and the Smithsonian museums. All parties will stay at the Wyndham Garden Hotel. Students will be accompanied by adults at all times. Parents are responsible to transport students to and from the Sacramento Airport.

Financial Considerations: No cost to the district. Expenses paid through parent contribution and fund raising.

Documents Attached: Out of State Field Trip Documents

Estimated Time of Presentation: N/A

Submitted by: Lisa Allen, Area Assistant Superintendent

Approved by: Jonathan P. Raymond, Superintendent

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 John Bidwell Elementary School Date April 4, 2013

Teacher's Name Asa L. Salley Room # 6 Telephone # 916-433-5047 5047
Fax # 916-433-5557

Field Trip Destination Washington, DC

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

Route United Airlines

Educational nature of field trip/excursion EF Smithsonian Student Travel sponsored tour of our nation's capital.

Depart Date 6/4/13 Time 6:09 a.m. am/pm Return Date 6/8/13 Time 7:54 pm 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 parents Financial Assistance Available? yes no

Number of students participating: 15

Adult Supervisors/ Drivers: DRIVER DRIVER
1) _____ yes no 2) _____ yes no
3) _____ yes no 4) _____ yes no

Teachers and Staff Attending:

1) Asa L. Salley - group leader (teacher) yes no 2) Celeste White - teacher yes no
3) _____ yes no 4) _____ yes no

Principal Approval *Chad* Date 4.5.13

Risk Management Approval (Unusual Activities) *David Richardson* Date 4/7/13

Segment Administrator Approval *Galle* Date 4/5/13

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

*PAID
7/5/15*

APR - 7 2013

SCUSD

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

School Name John Bidwell Date April 4, 2013

Teacher's Name Asa L. Salley Room # 6 Telephone # 916-433-5047

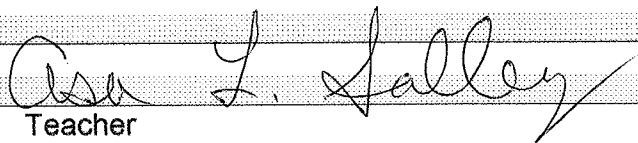
Field Trip Destination Washington, DC

Reason for travel 6th grade students participating in an EP Smithsonian Student

Travel educational tour of Washington, DC departing June 4, 2013 and returning
June 8, 2013.

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: attached

Signed 
 Teacher

Approvals:

 4-5-13
 Principal Date

 4/7/13
 Risk Management Dept. Date

 4/5/13
 Segment Administrator Date

 4/9/13
 Superintendent Date

Board Approval Date

TRAVEL REQUEST FORM (ACC-F014)

Sacramento City Unified School District

Request to Attend: <input 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 John Bidwell Date 4-5-13

Date(s) of Event June 4 - 8, 2013 Location Washington DC

Event Title (attach brochure) Field Trip with 6th grade students

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

How does this travel align with the District's strategic plan? _____

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)
Celeste White	Teacher	Yes		01-0000-0-1102-10-1110-1000-101-0153-000
Asa Salley	Teacher	Yes		above
		No		
		No		
		No		

Additional Attendees Attached

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

Approvals:

[Signature] 4-5-13
 Principal/Department Head Signature & Print Name _____ Date _____

[Signature] 4/5/13
 Cabinet Level or Designee Signature _____ Date _____

[Signature] 4/8/13
 Chief Business Officer Signature _____ Date _____

[Signature] 4/9/13
 Superintendent or Designee Signature _____ Date _____

District cost for all attendees (estimate)

Registration Fee *** 0.00

Meals included? B L D

Lodging 0.00

Transportation 0.00

Meals 0.00

Other 0.00

TOTAL \$ 0.00

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
OVERNIGHT TRIPS HOTEL ACCOMMODATIONS INFORMATION (RSK-F106H)

Hotel Name Wyndham Garden Hotel Date Reserved 6/4/13 - 6/8/13

Address 805 Russell Ave. city, Gaithersburg, MD zip 20879

Reservations Contact Person: Erica Scalzo-Dysart
Pre-Departure Specialist, EF Smithsonian student travel

Telephone # 301-670-0008 Fax # 301-948-4538

Total Rooms Reserved 9

Room #s will not be assigned until check-in.

Signed Asa L. Salley
Teacher

Approvals:

[Signature] 7-5-13
Principal Date

[Signature] 4/5/13
Segment Administrator Date