



# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 8.1g

**Meeting Date:** May 16, 2013

**Subject:** Sutter Middle School Field Trip to Washington D.C. June 15 – 21, 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 Sutter Middle School Field Trip to Washington D.C. June 15 – 21, 2013

**Background/Rationale:** June 15 - 21, 2013 students from Sutter Middle School will travel via commercial airline and charter bus through School Tours of America to Washington, D. C. and Virginia to visit museums, national monuments, libraries, and historical landmarks. 13 students and 2 chaperones will take part in this trip. Students and chaperones will stay at Doubletree Crystal City in Arlington, VA and at Great Wolf Lodge in Williamsburg, VA. Parents are responsible to transport their student to and from the Sacramento airport.

**Financial Considerations:** No cost to the district. Expenses paid through parent contribution 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

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 Sutter Middle School Date April 15, 2013

Teacher's Name Terri Lee Brandt Room # 116 Telephone # 264-4150  
Fax # 264-3436

Field Trip Destination Washington D.C., Williamsburg and Jamestown, Virginia

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

Out-of-State/Country  Involving Swimming or Wading  Unusual Activities  
Route Commercial Airlines via US Air going and United returning.

Educational nature of field trip/excursion Study national monuments and historical battlegrounds, museums  
and the events leading to the birth of our nation.

Depart Date 6/15/13 Time 10:59 pm am/pm Return Date 6/21/13 Time 11:00 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: 13

Adult Supervisors/ Drivers: DRIVER DRIVER  
1) David M. Brandt  yes  no 2) \_\_\_\_\_  yes  no  
3) \_\_\_\_\_  yes  no 4) \_\_\_\_\_  yes  no

Teachers and Staff Attending:  
1) Terri Lee Brandt  yes  no 2) \_\_\_\_\_  yes  no  
3) \_\_\_\_\_  yes  no 4) \_\_\_\_\_  yes  no

Principal Approval *David Red* Date 04-15-13

Risk Management Approval (Unusual Activities) *David Red* Date 4-18-13

Segment Administrator Approval *M. K. ...* Date 4/17/13

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

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

School Name Sutter Middle School Date April 15, 2013

Teacher's Name Terri Lee Brandt Room # 116 Telephone # 264-4150

Field Trip Destination Washington DC, Williamsburg and Jamestown, Virginia

Reason for travel To chaperone outgoing 8th grade students to visit national landmarks, monuments and museums to study first-hand how our country became a nation.

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 Terri Lee Brandt  
Teacher

**Approvals:**

David Rod 04-15-13  
Principal Date

Mike Robinson 4-18-13  
Risk Management Dept. Date

[Signature] 4/17/13  
Segment Administrator Date

[Signature] 4/18/13  
Superintendent Date

Board Approval Date

# TRAVEL REQUEST FORM (ACC-F014)

Sacramento City Unified School District

**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.

<b>Request to Attend:</b> <input type="checkbox"/> Conference/Workshop <input type="checkbox"/> Business Meeting	<b>Purpose for Attending:</b> <input checked="" type="checkbox"/> Professional Development <input type="checkbox"/> Continued Education Credits Earned	REQ # _____
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School/Department Sutter Middle School Date April 15, 2013

Date(s) of Event June 15-June 21, 2013 Location Washington DC, Williamsburg and Jamestown Virginia

Event Title (attach brochure) School Tours of America--Washington DC

Purpose\* Chaperone outgoing 8th grade students to Washington DC to get the historical perspective on the birth of our nation, tour historical landmarks, museums and monuments.

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

How does this travel align with the District's strategic plan? Developing continuous and life-long learning for students and staff, making real work connections with curriculum, bringing learning outside the classroom walls striving for academic excellence.

How will this activity/event be used and shared? Event will be used with next year's 8th grade students, perspective attendees and Sutter Staff.

Name of Attendee(s) (attach sheet for additional attendees)	Position	Substitute (Y/N)**	No. of Days Required	Budget Code (for substitute)
<u>Teri Lee Brandt</u>	<u>Teacher</u>	<u>No</u>	<u> </u>	<u> </u>
		<u>No</u>	<u> </u>	<u> </u>
		<u>No</u>	<u> </u>	<u> </u>
		<u>No</u>	<u> </u>	<u> </u>
		<u>No</u>	<u> </u>	<u> </u>

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

**Approvals:**

*[Signature]* 03-15-13  
 Principal/Department Head Signature & Print Name \_\_\_\_\_ Date \_\_\_\_\_

*[Signature]* 4/17/13  
 Cabinet Level or Designee Signature \_\_\_\_\_ Date \_\_\_\_\_

*[Signature]* 4/17/13  
 Chief Business Officer Signature \_\_\_\_\_ Date \_\_\_\_\_

*[Signature]* 4/18/13  
 Superintendent or Designee Signature \_\_\_\_\_ Date \_\_\_\_\_

District cost for all attendees (estimate)

Registration Fee \*\*\* 0.00

Meals included?  Yes

B  L  D

Lodging \_\_\_\_\_

Transportation \_\_\_\_\_

Meals \_\_\_\_\_

Other \_\_\_\_\_

**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 ****	_____

\*\*\*\* If airfare or car rental is requested, send a copy of this form to Purchasing, Box 830

Sacramento City Unified School District  
OVERNIGHT TRIPS HOTEL ACCOMMODATIONS INFORMATION (RSK-F106H)

Hotel Name Doubletree Crystal City Date Reserved 6/16-6/19/13  
Address 300 Army Navy Drive City Arlington VA zip \_\_\_\_\_  
Reservations Contact Person: Karen Chancoy SFA #866-693-5959  
Telephone # 703-416-4100 Fax # \_\_\_\_\_ Fax 830-935-3642

Total Rooms Reserved 5  
Room #s \_\_\_\_\_

Signed Levi Lee Brandt  
Teacher

Approvals:

David Root  
Principal

04-15-13  
Date

M. Young  
Segment Administrator

4/17/13  
Date

Sacramento City Unified School District  
OVERNIGHT TRIPS HOTEL ACCOMMODATIONS INFORMATION (RSK-F106H)

Hotel Name Great Wolf Lodge Date Reserved 6/19-6/2  
Address 549 E. Rochembeau Dr. City Williamsburg VA zip \_\_\_\_\_  
Reservations Contact Person: Karen Chaney STA # 866-693-5959  
Telephone # 757-229-9700 Fax # 830-935-3642

Total Rooms Reserved 5  
Room #s \_\_\_\_\_

Signed Levi Lee Bronst  
Teacher

Approvals:

David [Signature] 04-15-13  
Principal Date  
MAR [Signature] 4/17/13  
Segment Administrator Date