



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 10.1d

Meeting Date: September 1, 2011

Subject: C.K. McCLATCHY HIGH SCHOOL FIELD TRIP TO DALLAS, TEXAS
FROM OCTOBER 13, 2011 – OCTOBER 16, 2011

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

Division: Accountability Office

Recommendation: Approve travel request

Background/Rationale:

On October 13, 14, 15, and 16, 2011, two students from C.K. McClatchy High School will depart to St. Mark's School in Dallas, Texas to participate in a major national debate tournament. This tournament is one of the largest national tournaments in the country with a very high level of competition from across the entire United States. Because of the success of C.K. McClatchy's debate team they have been invited to send a team to this Tournament of Champions qualifying tournament. The Tournament of Champions invites only the top seventy teams in the nation, who have done well enough at a variety of the national circuit qualifiers to compete at the highest level of competition offered.

Transportation to Dallas, Texas will be by commercial jet. Each parent will transport their own child to the airport. Two students will be accompanied by their classroom teacher, Seth Blackmon and one chaperone. The chaperone and the teacher will meet the students at the airport and depart at 2:30 p.m. on Thursday, October 13, 2011 by commercial jet. Everyone will return on Sunday, October 16, 2011 at 10:00 a.m. by commercial jet. Each student attending will be picked-up at the airport by their parents and returned home.

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

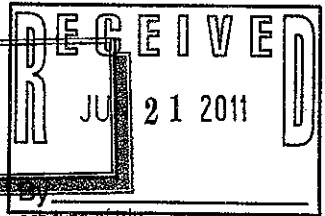
Documents Attached: Field Trip Request form, Out of state Travel Request form, Travel Request form.

Estimated Time of Presentation: N/A

Submitted by: Peter Lambert, Principal

Approved by: Lisa Allen, Area Assistant Superintendent

Sacramento City Unified School District
FIELD TRIP REQUEST FORM
 (USE A SEPARATE FORM FOR EACH TRIP)



Parent Permission for Student Field Trip form required for each trip. See Reference distribution section for details concerning each type of trip

School Name: C.K. McClatchy	Date (m/d/yy) 6/14/11
Teacher's Name: Seth Blackmon	Room#
Destination: St. Mark's School of Texas, Dallas, TX 75230	Telephone # 920-0459
	Fax # -

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

Route: Commercial flight from Sacramento to Dallas, Texas	
Educational nature of field trip/excursion: Speech and Debate Tournament	
Depart Date (m/d/yy): 10/13/11	Depart Time: 2:30 <input type="checkbox"/> a.m. <input checked="" type="checkbox"/> p.m.
Return Date (m/d/yy): 10/16/11	Return Time: 10:00 <input type="checkbox"/> a.m. <input checked="" type="checkbox"/> p.m.

- TRANSPORTATION** will be provided by:
 Walking
 School Bus
 Chartered Bus**
 Private Vehicle*
 Parent Driver*
 Faculty Driver*
 Public Transportation
 Train
 Commercial Airline
 Other:

* Complete "Field Trip Insurance Verification for Drivers" form for each vehicle and driver.

**Charter Bus Line Name: Hotel Shuttle	Contact:
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Funding Source Private	Financial Assistance Available? <input type="checkbox"/> yes <input checked="" type="checkbox"/> no
Number of students participating: 2	

Adult Supervisors/Drivers	Driver	Adult Supervisors/Drivers	Driver
1) Ginger Spurlock	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no	2)	<input type="checkbox"/> yes <input type="checkbox"/> no
3) Seth Blackmon	<input type="checkbox"/> yes <input checked="" type="checkbox"/> no	4)	<input type="checkbox"/> yes <input type="checkbox"/> no

Principal Approval	Date 06/21/11
Risk Management Approval (Unusual Activities)	Date 7/28/11
Segment Administrator Approval	Date 7/5/11

Distribution:

- Local Trip:** (50 mile radius) Field Trip Request Form, Field Trip Roster, Field Trip Insurance Verification for Drivers (if applicable) to Principal for approval. All documents maintained at site except for passenger lists for private vehicles.
- Out-Of-Town:** (beyond 50 mile radius) Field Trip Request Form, Field Trip Roster, Field Trip Insurance Verification for Drivers (if applicable) to Principal for approval then forwarded to **Segment Administrator 10 days prior to trip.**
- Overnight Trip:** Field Trip Request Form, Field Trip Roster, Hotel accommodations information, Field Trip Insurance Verification for Drivers (if applicable) to Principal for approval then forwarded to **Segment Administrator 10 days prior to trip.**
- Trip Involving Swimming or Wading:** Request Form, Field Trip Roster, Field Trip Insurance Verification for Drivers (if applicable) to Principal for approval then forwarded 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.)** [Special parent waiver may be required] Request Form, Field Trip Roster, Field Trip Insurance Verification for Drivers (if applicable) to Principal for approval then forwarded to Risk Management and Segment Administrator **10 days prior to trip.**
- Out-of-State/Country:** Field Trip Request Form, Out-of-State/Country Request Form, Field Trip Roster, Field Trip Insurance Verification for Drivers (if applicable) and other pertinent information (see Field Trip Information page) to Principal for approval then forwarded to Segment Administrator **SIX (6) WEEKS** prior to trip. Must have Superintendent and Board approval prior to trip. Segment Administrator will submit for Board Agenda.

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 C.K. McClatchy High School Date 10/13/11-10/16/11
 Teacher's Name Seth Blackmon Room # _____ Telephone # 916-920-0459

Field Trip Destination St. Mark's School National Debate Tournament, Dallas, TX

Reason for travel CK McClatchy Debate Team has been invited to attend one of the most prestigious tournaments in the United States. This tournament is an exclusive tournament that only the top 75 teams in the country are invited to attend. This tournament is also qualifying tournament for the TOC.

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 itinerary.

Signed *Seth Blackmon*
 Teacher

Approvals: *[Signature]* 06/21/11.
 Principal Date

[Signature] 7/28/11
 Risk Management Dept. Date

[Signature] 7/15/11
 Segment Administrator Date

[Signature] 8/16/11
 Superintendent Date

Board Approval Date

TRAVEL REQUEST FORM (ACC-F014)

Sacramento City Unified School District

Request to Attend:	Purpose for Attending:	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.
<input type="checkbox"/> Conference/Workshop	<input type="checkbox"/> Professional Development	
<input type="checkbox"/> Business Meeting	<input type="checkbox"/> Continued Education Credits Earned	REQ # _____

School/Department C.K. McClatchy High School Date Jun 14, 2011

Date(s) of Event 10/13/11-10/16/11 Location St. Mark's School, Dallas, TX

Event Title (attach brochure) St. Mark's School National Debate Tournament

Purpose* Debate Competition

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

What Board goal/priority does this travel support? n/a

How will this activity/event be used and shared? n/a

Name of Attendee(s) (attach sheet for additional attendees)	Position	Substitute (Y/N)**	No. of Days Required	Budget Code (for substitute)
Seth Blackmon		No	<input type="checkbox"/>	n/a
		No	<input type="checkbox"/>	
		No	<input type="checkbox"/>	
		No	<input type="checkbox"/>	

Additional Attendees Attached _____

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

Approvals:

Principal/Department Head _____ Date 6/21/11

Associate Superintendent/Assistant Superintendent _____ Date 7/5/11

Deputy Superintendent/CFO (Finance) _____ Date 8/8/11

Superintendent or Designee _____ Date 8/10/11

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): _____ \$ 0.00

General Fund/Unrestricted _____ \$ 0.00

***If any meals are included in the cost of registration, how many of each: Breakfast 0 Lunch 0 Dinner 0

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	_____	0.00
Hotel	_____	0.00
Airfare ****	_____	0.00
Car Rental ****	_____	0.00

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