



# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 10.1e

**Meeting Date:** March 15, 2012

**Subject:** C. K. McClatchy High School Field Trip to University of Nevada, Las Vegas Debate Tournament April 13 – 16, 2012

- 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 C. K. McClatchy High School Field Trip to University of Nevada, Las Vegas Debate Tournament April 13 – 16, 2012

**Background/Rationale:** Four Debate Team students will be accompanied by two chaperones to the National Debate Coaches Association (NDCA) Tournament April 13 – 16, 2012. The NDCA invites only the top 80 policy debate teams in the country to attend. These teams not only have to earn enough points to qualify for the tournament but a coach, other than their own, must also nominate them. This year two C. K. McClatchy Debate teams have been nominated and hope to continue C.K. McClatchy's considerable debate success. This invitation is impressive because they illustrate that C.K. McClatchy's Debate program is in the top .05% of debate programs across the country. Very few schools ever achieve this accomplishment. Even fewer public schools are able to achieve this considerable feat.

**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:** Lisa Allen, Area Assistant Superintendent

**Approved by:** Mary Shelton, Chief Accountability Officer

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 CK McClatchy High School Date 2/13/2012

Teacher's Name Seth Blackmon Room # NA Telephone # 920-0459  
Fax # \_\_\_\_\_

Field Trip Destination University of Nevada, Las Vegas (UNLV)

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

Out-of-State/Country  Involving Swimming or Wading  Unusual Activities  
Route Hwy 99 South to Hwy 58 East to I-15 North to Las Vegas, Nevada.

Educational nature of field trip/excursion National Debate Coaches Association Championship Debate  
Tournament. Two of our excellent debate teams qualify.

Depart Date 4/13/2012 Time 10 am am/pm Return Date 4/16/2012 Time 11 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 Debate Booster Club Financial Assistance Available?  yes  no

Number of students participating: 4

Adult Supervisors/ Drivers: DRIVER DRIVER  
1) Ginger Spurlock  yes  no 2) Seth Blackmon  yes  no  
3) \_\_\_\_\_  yes  no 4) \_\_\_\_\_  yes  no

Teachers and Staff Attending:  
1) Ginger Spurlock  yes  no 2) Seth Blackmon  yes  no  
3) \_\_\_\_\_  yes  no 4) \_\_\_\_\_  yes  no

Principal Approval [Signature] Date 2/17/12

Risk Management Approval (Unusual Activities) [Signature] Date 2/23/12

Segment Administrator Approval [Signature] Date 2.21.12

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 C.K. McClatchy High School Date 2/15/2012

Teacher's Name Seth Blackmon Room # \_\_\_\_\_ Telephone # 916-920-0459

Field Trip Destination University of Nevada, Las Vegas

Reason for travel National Debate Coaches Association Championship Tournament


This tournament invites only the top teams in the nation that have accumulated enough points (through successful debate) and have been nominated by another coach for their excellence. CK McClatchy has one team in and one team pending.


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.

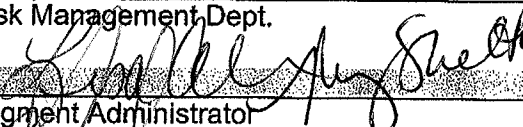
Attach a detailed itinerary for each day: see attached


Signed   
Teacher

**Approvals:**

 2/17/12  
Principal Date

 2/23/12  
Risk Management Dept. Date

 2.2.12  
Segment Administrator Date

 3/1/12  
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 CK McClatchy High School/ Debate Date 2/13/2012

Date(s) of Event 4/13/2012-4/16/2012 Location University of Nevada, Las Vegas

Event Title (attach brochure) National Debate Coaches Association Championship Debate Tournament

Purpose\* Debate

\*(what value does this activity give students, attendees, staff, department/site or community?)  
 What Board goal/priority does this travel support? \_\_\_\_\_

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)
Seth Blackmon	Debate Coach	No	<input type="checkbox"/>	NA
		No	<input type="checkbox"/>	
		No	<input type="checkbox"/>	
		No	<input type="checkbox"/>	

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

**Approvals:**

Principal/Department Head \_\_\_\_\_ Date 2/17/12

Associate Superintendent/Assistant Superintendent \_\_\_\_\_ Date 2.21.12

Deputy Superintendent/CFO (Finance) \_\_\_\_\_ Date 2/28/12

Superintendent or Designee \_\_\_\_\_ Date 2/28/12

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 \_\_\_\_\_

\$ 0.00

\$ 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

Sacramento City Unified School District  
**OVERNIGHT TRIPS**  
**HOTEL ACCOMMODATIONS INFORMATION**

Hotel Name Courtyard Las Vegas Henderson/GV Date Reserved 4/13/12-4/16/12

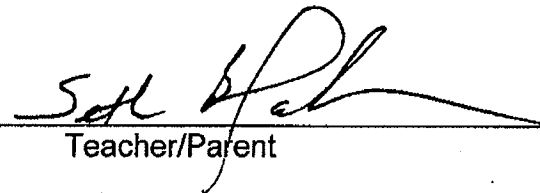
Address 2800 N. Green Valley Prkwy City Henderson, NV zip 89014

Reservations Contact Person: N/A

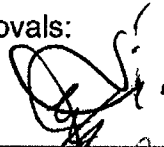
Telephone # (702) 434-4700 Fax # (702) 434-3888

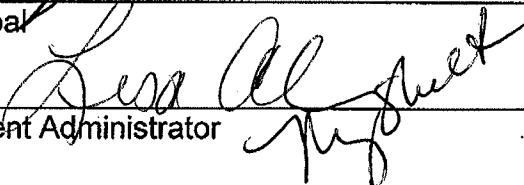
Total Rooms Reserved: 2

Room #s Unknown at present

Signed   
Teacher/Parent

Approvals:

  
Principal 2/17/12  
Date

  
Segment Administrator 2.21.12  
Date