



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 10.1f

Meeting Date: September 1, 2011

Subject: HIRAM JOHNSON HIGH SCHOOL FIELD TRIP TO RENO, NEVADA ON
SEPTEMBER 15, 2011 (ONE DAY ONLY)

- 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 September 15, 2011, thirty-seven students from Hiram Johnson High School will depart to Reno, Nevada to experience first hand, the Reno Air Races. They will have the opportunity to view the aircraft on the ground and in the air as well as go into the pit areas and talk with the aircrews and their mechanics. This is an annual trip that has a long standing tradition for Hiram Johnson students. This is a leadership opportunity that the returning eligible Juniors and Seniors look forward to.

Transportation to Reno, Nevada will be by charter bus. Each student will arrive at Hiram Johnson High School in their normal manner or by their parents to board the bus to Reno, Nevada. The students will be accompanied by their classroom teacher, Jim Rost and three chaperones. The chaperones and the teacher will meet the students at the school at 7:00 a.m. and depart at 7:45 a.m. on Thursday, September 15, 2011 by bus. The bus will remain in Reno, Nevada at the Reno Stead Airport and return everyone the same day, Thursday, September 15, 2011 to the school by 3:00 p.m. All students will be able to return to the school in time to use their normal transportation home.

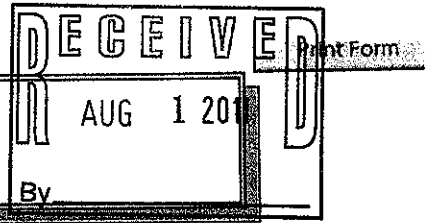
Financial Considerations: No cost to the district. Expenses paid through JROTC.

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

Estimated Time of Presentation: N/A

Submitted by: Felisberto Cedros, Principal

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 Hiram Johnson High School Date 7/18/11

Teacher's Name Buesgen Room # AFJ Telephone # 277-6345
Fax # 277-6345

Field Trip Destination Reno Stead Airport, Reno, NV

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

Out-of-State/Country Involving Swimming or Wading Unusual Activities
Route 150 to 180 to Hwy 395 to Reno Stead Airport

Educational nature of field trip/excursion Annual Field Trip to Reno Air Races

Depart Date 9/15/11 Time 7:45 am/pm Return Date 9/15/11 Time 3:00 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 JROTC Financial Assistance Available? yes no

Number of students participating: 4537

Adult Supervisors/ Drivers: DRIVER DRIVER
1) SSgt Baker yes no 2) Sgt NGUYEN yes no
3) Sgt DeLeon (female) yes no 4) _____ yes no

Teachers and Staff Attending:
1) Jim Rost yes no 2) _____ yes no
3) _____ yes no 4) _____ yes no

Principal Approval [Signature] Date 7/20/11

Risk Management Approval (Unusual Activities) [Signature] Date 8/15/11

Segment Administrator Approval [Signature] Date 8/11/11

- 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 Hiram Johnson High School Date 6/28/11
 Teacher's Name Buesgen Room # AFJ Telephone # 277-6345

Field Trip Destination Reno Stead Airport, Reno, NV

Reason for travel Annual Field Trip to the Reno Air Races

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: _____

Signed [Signature]
 Teacher

Approvals:

[Signature] Date 8/12/11
 Principal

[Signature] Date 8/15/11
 Risk Management Dept.

[Signature] Date 8/11/11
 Segment Administrator

[Signature] Date 8/16/11
 Superintendent

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.

REQ # _____

Request to Attend:

- Conference/Workshop
 Business Meeting

Purpose for Attending:

- Professional Development
 Continued Education Credits Earned

School/Department Hiram Johnson High School

Date 7/18/11

Date(s) of Event 9/15/11

Location Reno Stead Airport, Reno, NV

Event Title (attach brochure) Reno Air Races

Purpose* Student Field Trip

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

What Board goal/priority does this travel support? Continuing Education of Students

How will this activity/event be used and shared? Students will interact with pilots and crews.

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

Associate Superintendent/Assistant Superintendent

Deputy Superintendent/CFO (Finance)

Superintendent or Designee

Date

Date

Date

Date

District cost for all attendees (estimate)

Registration Fee ***	0.00
Meals included? <input type="checkbox"/>	
B <input type="checkbox"/> L <input type="checkbox"/> D <input type="checkbox"/>	
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	_____	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)