



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 10.1g

Meeting Date: March 15, 2012

Subject: Luther Burbank High School Field Trip to Ashland Oregon Shakespeare Festival April 20th – 22nd, 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 Luther Burbank High School Field Trip to Ashland Oregon Shakespeare Festival April 20th – 22nd, 2012

Background/Rationale: 13 Luther Burbank students and 3 adult(s) chaperones will travel to the Shakespeare Festival in Ashland, Oregon. They will travel by chartered bus. Students will enhance their understanding, appreciation, and enjoyment of great dramatic works. The trip is to expose drama students to live theater. The whole town of Ashland is devoted to theater and the students will experience two plays and get to know the town.

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

Documents Attached: Out of State Field Trip Documents

<p>Estimated Time of Presentation: N/A</p> <p>Submitted by: Sara Noguchi, Area Assistant Superintendent</p> <p>Approved by: Mary Shelton, Chief Accountability Officer</p>

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

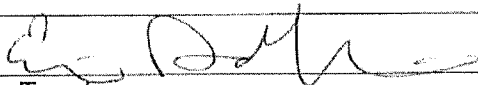
School Name Luther Burbank High School Date 12/23/2011
Teacher's Name Erica Dobbins Room # M3 Telephone # 433-5100

Field Trip Destination Ashland, Oregon

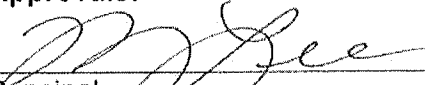
Reason for travel The purpose of our trip is to expose drama students to live theatre. The whole town of Ashland is devoted to theater and the students will experience two plays and get to know the town.

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.

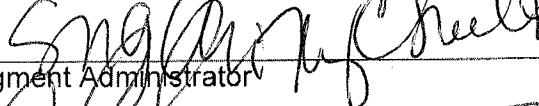
Attach a detailed itinerary for each day: Please see attached.

Signed 
Teacher

Approvals:

 2/17/12
Principal Date

 3/2/12
Risk Management Dept. Date

 2/21/12
Segment Administrator Date

 3/7/12
Superintendent Date

Board Approval Date _____

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 Luther Burbank HS Date 12/23/2011

Teacher's Name Erica Dobbins Room # M3 Telephone # 433-5100
Fax # _____

Field Trip Destination Ashland, Oregon

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

Route _____

Educational nature of field trip/excursion Students from Drama class will get an opportunity to see a Shakespear
theatre production.

Depart Date 4/20/212 Time 7:30 am/pm Return Date 4/22/2012 Time 6:00 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: Rental Vans

Funding Source Equitable Access Grant Financial Assistance Available? yes no

Number of students participating: 13

- Adult Supervisors/ Drivers: DRIVER DRIVER
1) Erica Dobbins yes no 2) Greg Polo yes no
3) Alex Corona yes no 4) _____ yes no

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

Principal Approval [Signature] Date 2/17/12

Risk Management Approval (Unusual Activities) [Signature] Date 3/2/12

Segment Administrator Approval [Signature] Date _____

- 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

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 # _____
--	---	--

School/Department Luther Burbank HS Date 12/23/2011

Date(s) of Event April 20 - 22, 2012 Location Ashland, Oregon

Event Title (attach brochure) Shakespeare Festival

Purpose* The purpose of our trip is to expose drama students to live theater. The whole town of Ashland is devoted to theater and the students will experience two plays and get to know the town.

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

What Board goal/priority does this travel support? Hands on learning opportunity

How will this activity/event be used and shared? Connect the work they are doing in their after-school program drama class.

Name of Attendee(s) (attach sheet for additional attendees)	Position	Substitute (Y/N)**	No. of Days Required	Budget Code (for substitute)
Erica Dobbins	Teacher	Yes	1	
<u>Greg Polo</u>	<u>Teacher</u>	No		
<u>Alex Corona</u>	<u>Counselor</u>	No		
		No		

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

Approvals:

[Signature] 2/17/12
Principal/Department Head Date

[Signature] 2/24/12
Associate Superintendent/Assistant Superintendent Date

[Signature] 3/7/12
Deputy Superintendent/CFO (Finance) Date

Superintendent or Designee Date

District cost for all attendees (estimate)

Registration Fee *** _____

Meals included? B L D

Lodging _____

Transportation _____

Meals _____

Other _____

TOTAL 2

Categorical Budget Code(s): 01-4124-0-5730-00-1110-100-316-0767-060 \$ _____

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 ****	_____