



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 10.1h

Meeting Date: March 15, 2012

Subject: C. K. McClatchy High School Field Trip to University of Kentucky,
Lexington, Kentucky for the Tournament of Champions Debate
Tournament April 26 – April 30, 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 Kentucky, Lexington, Kentucky for the Tournament of Champions Debate Tournament April 26 – April 30, 2012

Background/Rationale: The Tournament of Champions (TOC) is the most prestigious national debate tournament (only 70 teams across the country qualify) and one of the oldest (it is in its 41st year of operation). This year only one C.K. McClatchy Debate team has qualified through their exceptional debate skills and hard work. The opportunity to debate at the TOC is what every competitive program strives to achieve. C. K. McClatchy is the only school in the greater Sacramento area to send a team to the TOC in the past decade and we have managed this heady feat in back to back years. Additionally, the team that has qualified are juniors and will, in all likelihood, attempt to qualify again next year. Two student debate team members along with two chaperones will travel to the university via commercial airline and will use airport shuttles for ground transportation.

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 Kentucky, Lexington, KY

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

Route Flight from Sacramento to Lexington, Kentucky.

Educational nature of field trip/excursion Tournament of Champions National Debate Tournament.

Depart Date 4/29/2012 Time 10 am am/pm Return Date 4/30/2012 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: Airport Shuttles to local

Funding Source Debate Booster Club Financial Assistance Available? yes no

Number of students participating: 42

Adult Supervisors/ Drivers: DRIVER DRIVER
1) Seth Blackmon yes no 2) _____ yes no
3) _____ yes no 4) _____ yes no

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

Principal Approval [Signature] Date 2/29/12

Risk Management Approval (Unusual Activities) [Signature] Date 3/6/12

Segment Administrator Approval [Signature] Date 2.29.12

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 Kentucky, Lexington, KY

Reason for travel The Tournament of Champions (TOC). This is the most difficult
(only 70 teams from across the country qualify) and longest running (41st year)
national debate tournament offered. The fact that CK McClatchy Debate has
qualified a team is a tremendous achievement that places us in the top 1% of all

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 *Seth Blackmon*
Teacher

Approvals:
[Signature] 2/29/12
Principal Date

[Signature] 3/16/12
Risk Management Dept. Date

[Signature] 2/29/12
Segment Administrator Date

[Signature] 3/7/12
Superintendent Date

Board Approval Date

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 # _____
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School/Department CK McClatchy High School/ Debate Date 2/13/2012

Date(s) of Event 4/27/2012-4/30/2012 Location University of Kentucky, Lexington, KY

Event Title (attach brochure) Tournament of Champions, National 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	□	NA
		No	□	
		No	□	
		No	□	

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

Approvals:

Principal/Department Head _____ Date 2/29/12

Associate Superintendent/Assistant Superintendent _____ Date 2/29/12

Deputy Superintendent/CFO (Finance) _____ Date 3/7/12

Superintendent or Designee _____ Date 3/7/12

District cost for all attendees (estimate)

Registration Fee ***	0.00
Meals included? 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): _____ \$ 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

Sacramento City Unified School District
OVERNIGHT TRIPS
HOTEL ACCOMMODATIONS INFORMATION

Hotel Name Hilton Downtown Lexington Date Reserved 4/26/12-4/30/12

Address 369 West Vine Street City Lexington, KY. zip 40507

Reservations Contact Person: N/A

Telephone # (859) 231-9000 Fax # (859)-281-3737

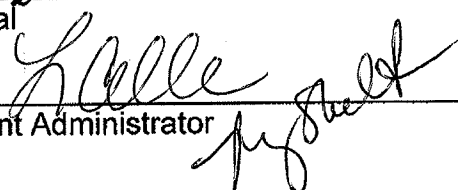
Total Rooms Reserved: 2

Room #s Unknown at present

Signed 
Teacher/Parent

Approvals: 

Principal _____ Date _____

Segment Administrator  Date 2-29-12