



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 10.1h

Meeting Date: September 1, 2011

Subject: ALICE BIRNEY K-8 WALDORF METHODS SCHOOL FIELD TRIP TO ASHLAND,
OREGON FROM SEPTEMBER 20, 2011 – SEPTEMBER 22, 2011

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

Learning Support Unit/Department: Learning Support Unit D/Accountability

Recommendation: Approve travel request

Background/Rationale: On September 20, 21 and 22, 2011, a group of eighth grade students will be traveling by six private cars, driven by parent volunteers to Ashland, Oregon, to see two plays at the Shakespeare Festival. This trip is in to enrich the students in language arts and drama. This educational experience will allow students to participate in two workshops and enjoy **The Henry IV Performance** and **Pirates of Pensance Performance**.

Six parents will be providing their private cars for transportation. Emergency information will accompany the students in each of the cars being driven. The drivers will remain with the group in Ashland to provide transportation to and from the dormitories at Oregon State University, where all of the students, teacher and chaperones will stay.

Twenty-five students and one teacher will attend this field trip. Ten students will be paired with one adult for all activities. Students, parent chaperones and teacher will leave Alice Birney K-8 Waldorf Methods School on Tuesday, September 20th at 7:00 a.m., and will return to Alice Birney K-8 Waldorf Methods School on Thursday, September 22nd by 6:00 p.m.

Financial Considerations: No costs 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: Mechelle Horning, Principal

Approved by: Mary Hardin Young, Area Assistant Superintendent

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 Alice Birney Date July 25, 2011

Teacher's Name Christine Chavez Room # 16 Telephone # 433-5544
Fax # 433-5589

Field Trip Destination Ashland, Oregon

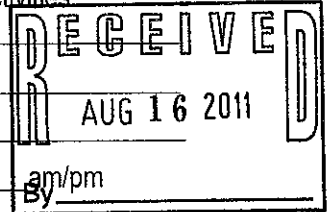
Local (50 mile radius) Out-of-Town (Beyond 50 mile radius) Overnight

Out-of-State/Country Involving Swimming or Wading Unusual Activities

Route I-5 North

Educational nature of field trip/excursion Language Arts (Shakespeare)

Depart Date 9/20/11 Time 7:00 am/pm Return Date 9/22/11 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:

Funding Source parent contribution Financial Assistance Available? yes no

Number of students participating: 25

Table with columns for Adult Supervisors/ Drivers, DRIVER, and DRIVER. Includes names like Judy Adcock, Hector Amezcua, Asha Eilman-Kassing, Magdeline Zogopolus, Susan Little, Melissa Zapata, Stephanie Levenhagen.

Table for Teachers and Staff Attending with columns for name, yes, no, and date.

Principal Approval [Signature] Date 7-26-11

Risk Management Approval (Unusual Activities) [Signature] Date 8/24/11

Segment Administrator Approval [Signature] Date 8/16/11

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 Alice Birney Date July 25, 2011

Teacher's Name Christine Chavez Room # 16 Telephone # 916-433-5544

Field Trip Destination Ashland, Oregon

Reason for travel Educational Studies (Language Arts) - Shakespeare

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.

None _____

Attach a detailed itinerary for each day: (see attached)

Signed Christine Chavez
Teacher

Approvals:

Mentello 7-26-11
Principal Date

Orsler 8/24/11
Risk Management Dept. Date

Mary Margaret 8/16/11
Segment Administrator Date

DePaol 8/25/11
Superintendent Date

Board Approval Date _____

TRAVEL REQUEST FORM (ACC-F014)

Sacramento City Unified School District

Request to Attend: <input checked="" type="checkbox"/> Conference/Workshop <input type="checkbox"/> Business Meeting	Purpose for Attending: <input checked="" 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 Alice Birney Date July 25, 2011

Date(s) of Event 9/20-9/22/2011 Location Ashland, Oregon

Event Title (attach brochure) Oregon Shakespeare Festival

Purpose* Educational field trip with my 8th grade class to help enrich them in language arts and drama.

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

How does this travel align with the District's strategic plan? Language Arts standards

How will this activity/event be used and shared? experience and knowledge will be shared with community from both staff and students

Name of Attendee(s) (attach sheet for additional attendees)	Position	Substitute (Y/N)**	No. of Days Required	Budget Code (for substitute)
<u>Christine Chavez</u>	<u>Teacher</u>	<u>No</u>	<u>3</u>	
		No		
		No		
		No		
		No		

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

Approvals: <u><i>[Signature]</i></u> <u>7-26-11</u> Principal/Department Head Signature & Print Name Date <u><i>[Signature]</i></u> <u>8/16/11</u> Cabinet Level or Designee Signature Date <u><i>[Signature]</i></u> <u>8/22/11</u> Chief Business Officer Signature Date <u><i>[Signature]</i></u> <u>8/25/11</u> Superintendent or Designee Signature Date	District cost for all attendees (estimate) Registration Fee *** <u> </u> Meals included? <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> B <input type="checkbox"/> L <input type="checkbox"/> D <input type="checkbox"/> Lodging <u> </u> Transportation <u> </u> Meals <u> </u> Other <u> </u> TOTAL <u> </u>
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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	_____
Hotel	_____
Airfare ****	_____
Car Rental ****	_____