



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 10.1i

Meeting Date: March 1, 2012

Subject: Sutter Middle School Field Trip to Ashland, Oregon, March 19 - 21, 2012 to attend the Shakespeare Festival

- 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 Sutter Middle School Field Trip to Ashland, Oregon, March 19 – 21, 2012 to attend the Shakespeare Festival

Background/Rationale: March 19 - 21, 2012 students from Sutter Middle School from Elaine Tom's Language Arts and History classes will travel via chartered bus to Ashland, Oregon to see two plays at the Shakespeare Festival. This experience will allow students to experience acclaimed literature performed professionally, allowing students to study and enjoy *Romeo and Juliet*, and *White Snake*. Additionally, students will attend four classes presented by members of the theater group and attend two prologue discussions, and skate.

A chartered bus will provide transportation for the 84 students, 2 teacher chaperones, and 15 parent chaperones. Students will be accompanied by chaperones to all plays. All parties will depart from Sutter Middle School on Wednesday, March 19, 2012, at 8:30 a.m. and return to Sutter Middle School Friday, March 21, 2012, at approximately 3:00 p.m. Emergency information will accompany the students on the bus. Students and chaperones will stay at Southern Oregon University dorms.

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: Sara Noguchi, Area Assistant Superintendent

Approved by: Mary Shelton, Chief Accountability Officer

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: Sutter Middle School Date: February 2, 2012

Date(s) of Event: 19-21 March 21-23, 2012 Location: Ashland, Oregon

Event Title (attach brochure): Ashland, Oregon Shakespeare Festival

Purpose*: Oregon Shakespeare Festival

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

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

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) |
|--|----------------|-----------------------|-------------------------|---------------------------------|
| <u>Elaine Tom</u> | <u>Teacher</u> | <u>No</u> | | |
| | | <u>No</u> | | |
| | | <u>No</u> | | |
| | | <u>No</u> | | |
| | | <u>No</u> | | |

Additional Attendees Attached

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

| | |
|---|---|
| Approvals: <div style="display: flex; justify-content: space-between;"> <div style="width: 80%;"> <p><u>David [Signature]</u> Principal/Department Head Signature & Print Name</p> <p><u>[Signature]</u> Cabinet Level or Designee Signature</p> <p><u>[Signature]</u> Chief Business Officer Signature</p> <p><u>[Signature]</u> Superintendent or Designee Signature</p> </div> <div style="width: 15%;"> <p><u>02-02-12</u> Date</p> <p><u>2-2-12</u> Date</p> <p><u>2/10/12</u> Date</p> <p><u>2/14/12</u> Date</p> </div> </div> | District cost for all attendees (estimate) Registration Fee *** <u>0.00</u> Meals included? <input type="checkbox"/> B <input type="checkbox"/> L <input type="checkbox"/> D <input type="checkbox"/> Lodging <u>0.00</u> Transportation <u>0.00</u> Meals <u>0.00</u> Other _____ TOTAL \$ 0.00 |
|---|---|

Categorical Budget Code(s): _____ \$ 0.00

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 **** | _____ |

**** If airfare or car rental is requested, send a copy of this form to Purchasing Box R30

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

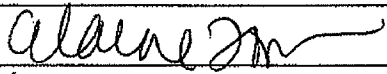
School Name Sutter Middle School Date January 13, 2012
Teacher's Name Elaine Tom Room # 216 Telephone # 916-264-4154

Field Trip Destination Ashland, Oregon Shakespeare Festival


Reason for travel Students will participate in Southern Oregon University
college life, attend workshops, and attend Shakespeare plays.

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 itinerary


Signed 
Teacher

Approvals:

 02-03-12
Principal Date

 2/6/12
Risk Management Dept. Date

 2-2-12
Segment Administrator Date

 2/14/12
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 Sutter Middle School Date January 25, 2012

Teacher's Name Elaine Tom Room # 216 Telephone # 916-264-4150
Fax # 916-264-3436

Field Trip Destination Ashland, Oregon Shakespeare Festival

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

Route Interstate 5 North to Redding

Educational nature of field trip/excursion Students will participate in Southern Oregon University college life and attend Shakespeare plays.

Depart Date 3/21/12 Time 8:30am am/pm Return Date 3/21/12 Time 3:00pm 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 Funded Financial Assistance Available? yes no

Number of students participating: 84

- Adult Supervisors/ Drivers:
- | | DRIVER | | DRIVER |
|-----------------------------|---|----------|--|
| 1) <u>see attached list</u> | <input type="checkbox"/> yes <input checked="" type="checkbox"/> no | 2) _____ | <input type="checkbox"/> yes <input type="checkbox"/> no |
| 3) _____ | <input type="checkbox"/> yes <input type="checkbox"/> no | 4) _____ | <input type="checkbox"/> yes <input type="checkbox"/> no |

- Teachers and Staff Attending:
- | | | | |
|----------------------|---|-------------------------|---|
| 1) <u>Elaine Tom</u> | <input type="checkbox"/> yes <input checked="" type="checkbox"/> no | 2) <u>Robert Cortes</u> | <input type="checkbox"/> yes <input checked="" type="checkbox"/> no |
| 3) _____ | <input type="checkbox"/> yes <input type="checkbox"/> no | 4) _____ | <input type="checkbox"/> yes <input type="checkbox"/> no |

Principal Approval *[Signature]* Date 02-01-12
 Risk Management Approval (Unusual Activities) *[Signature]* Date 2/12/12
 Segment Administrator Approval *[Signature]* Date 2-2-12

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