



# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 11.1c

**Meeting Date:**

**Subject:** Rosemont High School Field Trip to El Yunque National Park,  
Luquillo, Puerto Rico April 17 to 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:** Accountability Office, East – Area 3 Schools

**Recommendation:** Approve Rosemont High School field trip to Luquillo, Puerto Rico  
April 17 – 22, 2011.

**Background/Rationale:** April 17 – 22, 2011 4 students will accompany Rosemont High  
School teacher Robyn Le on a trip via commercial airline to volunteer with the Sierra Club in El  
Yunque National Park on Environmental Conservation Clean Up. They will be involved in a 7  
day international volunteerism, cross cultural and environmental study abroad program. In  
Puerto Rico students will volunteer with the Sierra Club.

**Financial Considerations:** Club Fundraising and Student Pay

**Documents Attached:**

Field Trip Request Form  
Out-of-State Travel Request  
Travel Request

**Estimated Time of Presentation:** NA

**Submitted by:** Greg Purcell, Area Assistant Superintendent

**Approved by:** Mary C. 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 ROSEMONT HIGH SCHOOL Date 2-3-2011

Teacher's Name ROBYN LE Room # C119 Telephone # 228-5844  
Fax # 228-5733

Field Trip Destination LUQUILLO, PUERTO RICO

- 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 ENVIORNMENTAL CONSERVATION

Depart Date 4/17/11 Time 6:00 am/pm Return Date 4/22/11 Time \_\_\_\_\_ 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 CLUB FUNDRAISING/STUDENT Financial Assistance Available?  yes  no

Number of students participating: FOUR

Adult Supervisors/ Drivers:	DRIVER		DRIVER
1) <u>ROBYN LE</u>	<input checked="" type="checkbox"/> yes <input 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>ROBYN LE</u>	<input checked="" type="checkbox"/> yes <input 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

Principal Approval [Signature] Date 2/8/11

Risk Management Approval (Unusual Activities) [Signature] Date 2/10/11

Segment Administrator Approval [Signature] Date 2-15-11

**Distribution:** Refer to Field Trip Information Form RSK 106F for the forms and distribution required for each trip:

- Local Trip: (50 mile radius) - Submit to Principal for approval. Maintain all documents at site.
- Out-Of-Town: (beyond 50 mile radius) - Submit to Principal for approval then forward to Segment Administrator 10 days prior to trip.
- Overnight Trip: Submit to Principal for approval then forward to Segment Administrator 10 days prior to trip.
- Trip Involving Swimming or Wading: Submit to Principal for approval then forward to Segment Administrator 10 days prior to trip.
- 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.**
- 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 ROSEMONT HIGH SCHOOL Date 2-3-2011

Teacher's Name ROYBN LE Room # C119 Telephone # 228-5844

Field Trip Destination LUQUILLO, PUERTO RICO

Reason for travel VOLUNTEER WITH THE SIERRA CLUB IN THE EL YUNQUE NATIONAL PARK  
ON ENVIRONMENTAL CONSERVATION CLEAN-UP

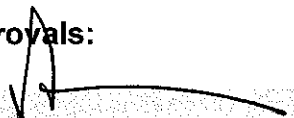
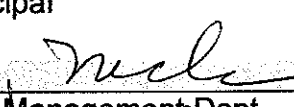
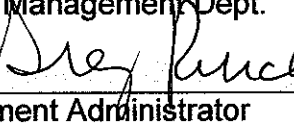
List unusual activities, water activities or high risk activities (examples: rafting, snorkeling, rock climbing, skiing, etc.) as a special parent waiver may be required. Submit copy of contract or waiver for review before signing. Risk management approval required.

KAYAKING HIKING

Attach a detailed itinerary for each day: SEE ATTACHED

Signed \_\_\_\_\_  
 Teacher

**Approvals:**

	<u>2/8/11</u>
Principal	Date
	<u>2/26/11</u>
Risk Management Dept.	Date
	<u>2.15.11</u>
Segment Administrator	Date
_____ Superintendent	Date

\_\_\_\_\_  
 Board Approval Date

TRAVEL REQUEST FORM (ACC-F014)  
Sacramento City Unified School District

<b>Request to Attend:</b> <input type="checkbox"/> Conference/Workshop <input type="checkbox"/> Business Meeting	<b>Purpose for Attending:</b> <input type="checkbox"/> Professional Development <input type="checkbox"/> Continued Education Credits Earned	<b>Instructions:</b> This form must be completed and received in Accounts Payable at least <b>30 days</b> prior to the proposed trip- <b>60 days</b> if out-of-state.  REQ # <u>N/A</u>
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School/Department ROSEMONT HIGH SCHOOL Date Feb 2, 2011

Date(s) of Event APRIL 17-22, 2011 Location LUQUILLO, PUERTO RICO

Event Title (attach brochure) \_\_\_\_\_

Purpose\* VOLUNTEERISM, ENVIRONMENTAL STUDIES, CONSERVATION, ECOLOGY

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

What Board goal/priority does this travel support? INTERNATIONAL PHILANTHROPY, CULTURAL IMMERSION, ENVIRONMENTAL

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)
ROBYN LE	TEACHER/CLUB ADVISOR	No	<input type="checkbox"/>	
		No	<input type="checkbox"/>	
		No	<input type="checkbox"/>	
		No	<input type="checkbox"/>	

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

<b>Approvals:</b> _____ Principal/Department Head <u>2/8/11</u> Date _____ Associate Superintendent/Assistant Superintendent <u>2-15-11</u> Date _____ Deputy Superintendent/CFO (Finance) _____ Date _____ Superintendent or Designee _____ Date	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 <u>0.00</u> <b>TOTAL \$ 0.00</b>
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Categorical Budget Code(s): NO DISTRICT FUNDING NEEDED

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 ****	_____	_____