



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 11.1f

Meeting Date: May 3, 2012

Subject: Albert Einstein Field Trip to Ashland, Oregon June 1 – 3, 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 Albert Einstein Field Trip to Ashland, Oregon June 1 – 3, 2012

Background/Rationale: 31 students and 3 teachers from Albert Einstein Middle school will travel via Delta Charter Service bus to Ashland, Oregon June 1 – 3, 2012. Students will attend the Shakespeare Festival and will view live performances of plays they have studied and stay at Southern Oregon University.

Financial Considerations: None. Trip paid for by student fundraising.

Documents Attached: Field Trip Documents

<p>Estimated Time of Presentation: N/A</p> <p>Submitted by: Mary Hardin Young, Area Assistant Superintendent</p> <p>Approved by: Mary Shelton, Chief Accountability Officer</p>
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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 ALBERT EINSTEIN MIDDLE SCHOOL Date 4/10/12

Teacher's Name MARIE RODRIGUEZ Room # 15 Telephone # 228-5800
Fax # 228-5813

Field Trip Destination ASHLAND OREGON- 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 CHARTER BUS- I-5 NORTH TOWARDS REDDING ALL THE WAY TO OREGON

Educational nature of field trip/excursion STUDENTS WILL EXPERIENCE THEATER, SHAKESPEARE ,
ASHLAND, AND COLLEGE CAMPUS LIVING.

Depart Date 6/1/12 Time 8:00 AM am/pm Return Date 6/3/12 Time 4:00PM 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 STUDENT PARTICIPANTS Financial Assistance Available? yes no

Number of students participating: 31

Adult Supervisors/ Drivers: DRIVER DRIVER
1) DELTA CHARTER DRIVER yes no 2) _____ yes no
3) _____ yes no 4) _____ yes no

Teachers and Staff Attending:
1) MARIE RODRIGUEZ yes no 2) GARY KRETZSCHMAR yes no
3) ANNA RUGGIERO yes no 4) _____ yes no

Principal Approval [Signature] Date 4/10/12

Risk Management Approval (Unusual Activities) [Signature] Date 4/18/12

Segment Administrator Approval [Signature] Date 4/18/12

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

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 ALBERT EINSTEIN MIDDLE SCHOOL Date Apr 10, 2012

Date(s) of Event 6/1/12-6/3/12 Location ASHLAND, OREGON

Event Title (attach brochure) OREGON SHAKESPEARE FESTIVAL

Purpose* STUDENTS WILL VIEW LIVE PERFORMANCES OF PLAYS THEY HAVE PREVIOUSLY STUDIED IN AN EDUCATIONAL SETTING. THEY WILL ATTEND EDUCATIONAL WORKSHOPS AND PARTICIPATE IN GROUP DISCUSSIONS.

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

How does this travel align with the District's strategic plan? PILLAR 1-CAREER AND COLLEGE READY STUDENTS. THIS EVENT IS HELD ON A COLLEGE CAMPUS EXPOSING THE STUDENTS TO COLLEGE SETTING AND PROGRAMS.

How will this activity/event be used and shared? ENRICHMENT ACTIVITIES WILL BE USED IN CLASSROOMS UPON RETURN.

Name of Attendee(s) <small>(attach sheet for additional attendees)</small>	Position	Substitute (Y/N)**	No. of Days Required	Budget Code <small>(for substitute)</small>
MARIE RODRIGUEZ	TEACHER	Yes	1	01-0000-0-1102-10-1110-1000-141-0410-000
ANNA RUGGIERO	TEACHER	Yes	1	01-0000-0-1102-10-1110-1000-141-0410-000
GARY KRETSZCHMAR	TEACHER	Yes	1	01-0000-0-1102-10-1110-1000-141-0410-000
		No		
		No		

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

Approvals: <div style="text-align: center; margin-bottom: 10px;"><i>Gwi</i></div> Principal/Department Head Signature & Print Name _____ Date <u>4/10/12</u> Cabinet Level or Designee Signature _____ Date <u>4/10/12</u> Chief Business Officer Signature _____ Date <u>4/19/12</u> Superintendent or Designee Signature _____ Date _____	District cost for all attendees (estimate) Registration Fee *** 0.00 Meals included? <input checked="" type="checkbox"/> Yes B <input checked="" type="checkbox"/> L <input checked="" type="checkbox"/> D <input checked="" type="checkbox"/> Lodging _____ Transportation _____ Meals _____ Other _____ TOTAL \$ 0.00
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Categorical Budget Code(s): _____ \$ _____
 General Fund/Unrestricted _____ \$ 0.00

***If any meals are included in the cost of registration, how many of each: Breakfast 2 Lunch 2 Dinner 2

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 ****	_____

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

School Name Albert Einstein Date 2/28/2012
 Teacher's Name Marie Rodriguez Room # 15 Telephone # 228-5800

Field Trip Destination Ashland Oregon-Oregon Shakespeare Festival

Reason for travel students will view live performances of plays they have
 previously studied

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 Mrs. Marie Rodriguez
 Teacher

Approvals:

<u>Gai</u>	<u>3/1/12</u>
Principal	Date
<u>[Signature]</u>	<u>4/18/12</u>
Risk Management Dept.	Date
<u>[Signature]</u>	<u>4/10/12</u>
Segment Administrator	Date
<u>[Signature]</u>	<u>4/19/12</u>
Superintendent	Date

Board Approval Date _____