



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 11.1g

Meeting Date: May 17, 2012

Subject: Sam Brannan Middle School Field Trip to Ashland, Oregon Shakespeare Festival May 31 – June 2, 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 Field trip for Sam Brannan Middle School Ashland, Oregon, Shakespeare Festival May 31 to June 2, 2012

Background/Rationale: May 31 to June 2, 2012 41 HONORS students will be traveling by bus to Ashland, Oregon to see two plays at the Shakespeare Festival. This trip is in conjunction with a reading and analysis of the play Romeo and Juliet that HONORS students will be studying in April and May. This educational experience will allow students to study and enjoy White Snake and Shakespeare's Romeo and Juliet.

All West Coachlines will provide two busses for transportation. Emergency information will accompany the students on the busses. The drivers will remain with the group in Ashland to provide transportation to and from the dormitories at Southern Oregon University, where all students, teachers, and chaperones will stay. Students, parent chaperones and teachers will leave Sam Brannan Middle School on Thursday, May 31st at 10:00 a.m. and will return to Sam Brannan Middle School on Saturday, June 2nd approximately 4:00 p.m.

Financial Considerations: No cost to the district. Expenses paid through parent contribution and fund raising.

Documents Attached: Out of State Field Trip Documents

<p>Estimated Time of Presentation: Consent Agenda Submitted by: Lisa Allen, Area Assistant Superintendent 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 Sam Brannan Middle School Date March 23, 2012

Teacher's Name Andrea Zarate and Peggy Green Room # 13/9 Telephone # 264-4350
Fax # 264-4481

Field Trip Destination Ashland, Oregon for the 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 I-5 North - Transportation provided by All West Coachlines

Educational nature of field trip/excursion Students will attend 4 educational theatre workshops @ SOU and view two plays.

Depart Date 5/31/12 Time 10:00am am/pm Return Date 6/2/12 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 Students Financial Assistance Available? yes no

Number of students participating: 41

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

Teachers and Staff Attending:
1) Andrea Zarate yes no 2) Peggy Green yes no
3) Kristen Guidi yes no 4) _____ yes no

Principal Approval [Signature] Date 4.18.12

Risk Management Approval (Unusual Activities) [Signature] Date 4/25/12

Segment Administrator Approval [Signature] Date 4.23.12

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

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 # _____

Request to Attend: <input checked="" type="checkbox"/> Conference/Workshop <input type="checkbox"/> Business Meeting	Purpose for Attending: <input type="checkbox"/> Professional Development <input type="checkbox"/> Continued Education Credits Earned
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School/Department: SAM BRANNAN MS Date: 4/11/2012

Date(s) of Event: MAY 31 - June 2, 2012 Location: ASHLAND, OR

Event Title (attach brochure): ASHLAND SHAKESPEAR FESTIVAL

Purpose*: STUDENTS WILL ATTEND 4 EDUCATIONAL THEATRE WORKSHOPS AND VIEW TWO PLAYS

*(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) <small>(attach sheet for additional attendees)</small>	Position	Substitute (Y/N)**	No. of Days Required	Budget Code (for substitute)
ANDREA ZARATE	TEACHER	Yes	2	01-0000-0-1102-00-1110-1000-141-0480-000
PEGGY GREEN	TEACHER	Yes	2	01-0000-0-1102-00-1110-1000-141-0480-000
		No		
		No		
		No		

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

Approvals:

[Signature] 4-18-12
 Principal/Department Head Signature & Print Name Date

[Signature] 4-23-12
 Cabinet Level or Designee Signature Date

[Signature] 4/26/12
 Chief Business Officer Signature Date

[Signature] 4/30/12
 Superintendent or Designee Signature Date

District cost for all attendees (estimate)

Registration Fee *** 0.00

Meals included? B L D

Lodging _____

Transportation _____

Meals _____

Other _____

TOTAL \$ 0.00

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 ****	_____

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

School Name SAM BRANNAN MIDDLE SCHOOL Date 4/16/2012
 Teacher's Name A. ZARATE/P. GREEN Room # 9/13 Telephone # 264-4350

Field Trip Destination ASHLAND, OREGON

Reason for travel OUR 7TH GRADE GATE LA/WH CLASSES WILL BE STUDYING SHAKESPEARE AND THE RENAISSANCE PERIOD. OUR CLASSES WILL BE ATTENDING THE SHAKESPEARE FESTIVAL TO VIEW ROMEO AND JULIET AND ATTEND THEATRE CLASSES.

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: _____

Signed *Andrew Zarate*
 Teacher

Approvals:
Greg Lewis 4/18/12
 Principal Date

[Signature] 4/26/12
 Risk Management Dept. Date

[Signature] 4/23/12
 Segment Administrator Date

[Signature] 4/30/12
 Superintendent Date

Board Approval Date _____