



# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 11.1g

**Meeting Date:** May 5, 2011

**Subject:** Hiram Johnson High School SAGE USA Competition Chicago, Illinois May 25, 2011 to May 29, 2011

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

**Division:** Accountability Office, Superintendents Priority School

**Recommendation:** Approve Hiram W. Johnson High School field trip to SAGE USA Competition May 25, 2011 to May 29, 2011

**Background/Rationale:** From May 25 – 29, 2011 students from Hiram W. Johnson High School will travel via United Airlines to the University of Illinois Chicago to compete in the SAGE USA competition. They will be presenting their business "H.J. Healthy Way" as an ongoing social enterprise which is partnered with Wells Fargo Bank and FreshProducers.org.

**Financial Considerations:** Funding is provided by a Wells Fargo grant, fundraising and CPA grant

**Documents Attached:**

1. Field Trip Request Form
2. Out-of-State Travel Request
3. Travel Request

**Estimated Time of Presentation:** NA

**Submitted by:** Felisberto Cedros, Principal

**Approved by:** Mary C. Shelton, Chief Accountability Officer

## TRAVEL REQUEST FORM (ACC-F014)

Sacramento City Unified School District

<b>Request to Attend:</b> <input checked="" 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 # _____
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 School/Department: Hiram Johnson High School - Corporate Business Academy Date: March 28, 2011

 Date(s) of Event: May 25-29, 2011 Location: SAGE USA Competition - University of Illinois, Chicago

 Event Title (attach brochure): SAGE USA Competition

 Purpose\*: Students are competing in the SAGE USA National Competition. They will be presenting their business "HJ Healthy Way" (and Business plan) as an ongoing social enterprise. They have been running the business after school. They are partnered with Wells Fargo Bank.

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

 What Board goal/priority does this travel support? CPA Academics/CTO competitions

 How will this activity/event be used and shared? Students/Staff will hear and evaluate presentation prior to event.

Name of Attendee(s) (attach sheet for additional attendees)	Position	Substitute (Y/N)**	No. of Days Required	Budget Code (for substitute)
Mica Brown	Teacher	Yes	3	01-7220-0-1102-00-1217-1000-151-0520-000
		No		
		No		
		No		

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

Additional Attendees Attached

## Approvals:

<u>Felipe L. Centeno</u>	<u>4/29/11</u>
Principal/Department Head	Date
<u>[Signature]</u>	<u>4/29/11</u>
Associate Superintendent/Assistant Superintendent	Date
<u>[Signature]</u>	<u>4/29/11</u>
Deputy Superintendent/CFO (Finance)	Date
<u>[Signature]</u>	<u>4/29/11</u>
Superintendent or Designee	Date

☐ Categorical Budget Code(s): \_\_\_\_\_  
☐ General Fund/Unrestricted

## 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	0.00
Transportation	0.00
Meals	0.00
Other	0.00
<b>TOTAL</b>	<b>\$ 0.00</b>

\*\*\*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 830

**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 Hiram Johnson High School Date March 28, 2011

Teacher's Name Mica Brown Room # B220 Telephone # 916-761-2155  
 Fax # \_\_\_\_\_

Field Trip Destination SAGE USA Competition; University of Illinois, Chicago

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

☒ Out-of-State/Country ☐ Involving Swimming or Wading ☐ Unusual Activities  
 Route Sacramento to Chicago (Midway) Southwest #2988, Chicago (Midway) to Sacramento #1544

Educational nature of field trip/excursion Students will be competing in SAGE USA National Competition. They will be presenting their business "HJ Healthy Way"

Depart Date 05/25/2011 Time 2pm am/pm Return Date 05/29/2011 Time 11:45am 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 Wells Fargo Grant/Fundraising/CPA Grant Financial Assistance Available? ☒ yes ☐ no

Number of students participating: 6

Adult Supervisors/ Drivers:	DRIVER		DRIVER
1) <u>Mica Brown</u>	<input type="checkbox"/> yes <input type="checkbox"/> no	2) <u>Estela Brown</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

Teachers and Staff Attending:

1) <u>Mica Brown</u>	<input type="checkbox"/> yes <input type="checkbox"/> no	2) <u>Estela Brown</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 Felipe C. ... Date 4/29/11

Risk Management Approval (Unusual Activities) ... Date 4/29/11

Segment Administrator Approval ... Date 4/29/11

**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 Hiram Johnson High School Date May 25-29, 2011  
 Teacher's Name Mica Brown Room # B220 Telephone # 916-761-2155

Field Trip Destination SAGE USA, University of Illinois Chicago

Reason for travel Students are competing at the SAGE USA National Competition. They will be presenting their business "HJ Healthy Way" as an Social Enterprise. They have been running the business after school. They are partnered with Wells Fargo Bank and FreshProducers.org. They sell Fruit and Vegetables bi-weekly.

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   
 Teacher

**Approvals:**

Principal

Date

Risk Management Dept.

Date

Segment Administrator

Date

Superintendent

Date

Board Approval Date



## Sacramento, CA to Chicago (Midway), IL

Air

Modify **\$2784.80**

## ITINERARY

DEPART	Sacramento, CA to Chicago, IL	#2968	Depart Sacramento, CA (SMF)	4:20 PM
MAY	Wednesday, May 25, 2011		Stops in San Diego, CA	
25	Travel Time 5 h 45 m (1 stop, no plane change)		Arrive in Chicago (Midway), IL (MDW)	12:05 AM
RETURN	Chicago, IL to Sacramento, CA	#1544	Depart Chicago (Midway), IL (MDW)	8:30 AM
MAY	Sunday, May 29, 2011		Arrive in Sacramento, CA (SMF)	11:15 AM
29	Travel Time 4 h 45 m (Nonstop)			

## PRICE

Passenger Type	Trip	Routing	Fare Type	Base Fare	Govt. Taxes and Fees	Quantity	Total
Adult	Depart	SMF-MDW	Wanna Get Away	\$138.60	\$24.80	8	\$1307.20
Adult	Return	MDW-SMF	Wanna Get Away	\$161.86	\$22.84	8	\$1477.60
Please read the fare rules associated with this purchase.				\$300.46	\$47.64	8	\$2784.80

Enroll in Rapid Rewards and earn at least 1,938 Points per person for this trip. Already a Member? Log in.

Total  
Due \$2784.80

Air Total: **\$2784.80**

Purchase your shopping cart...  
I accept the rules and want to  
continue with this purchase

Continue

## Add a Hotel

We'll keep an eye on your cart for you while you shop. Products not confirmed until purchase.

Search for hotels in Chicago (05/25/2011 - 05/29/2011)

Close To (optional)

Center of destination within 30 miles

Show Only (optional)

Hotel Chains Shop All Hotel Chains

Find Hotels

## Add a Car

We'll keep an eye on your cart for you while you shop. Products not confirmed until purchase.