



## SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 11.1i

**Meeting Date:** May 5, 2011

**Subject:** Luther Burbank High School Field Trip to Ashland, Oregon, May 20-22, 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:** Youth Development Support Services

**Recommendation:** Approve Luther Burbank High School field trip to Ashland, Oregon May 20-22, 2011

**Background/Rationale:** From May 20<sup>th</sup> to May 22, 2011 a group of 12 students and 4 staff from Luther Burbank High School will travel via rented Vans to Ashland, Oregon to attend the Shakespeare Festival. This experience will allow students to experience acclaimed literature performed professionally, allowing students to study and enjoy the Imaginary Invalid and Measure by Measure.

Rented Vans will provide the transportation for the 12 students, 2 teachers, 1 instructional aide and counselor chaperones. The students will be accompanied by chaperones to all plays. All parties will depart from Luther Burbank High School on Friday, May 20, 2011 at 8:00 a.m. and return to Luther Burbank High School on Sunday, May 22, 2011 at approximately 4:30 p.m. Emergency information will accompany the students in the Vans. The students and chaperons will stay at Ashland Commons

**Financial Considerations:** The cost to the student is \$106.00 which includes boarding for two nights, meals and the prologue fee. After School Support Services will pay for the transportation expenses.

**Documents Attached:**

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

**Estimated Time of Presentation:** N/A

**Submitted by:** Zena Scott, Coordinator II

**Approved by:** Mary Hardin Young, Area Assistant Superintendent

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 Luther Burbank HS ASSETS Date 4/4/2011

Teacher's Name Eric Dobbins & Greg Polo Room # M3 Telephone # 433-5100  
 Fax # 433-5199

Field Trip Destination Ashland, Oregon

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

Route 15 North

Educational nature of field trip/excursion Attend Oregon Shakespeare Festival

Depart Date 5/20/11 Time 8:00 am/pm Return Date 5/22/11 Time 4:30 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: Rentals

Funding Source Access Grant Financial Assistance Available? ☐ yes ☐ no

Number of students participating: 12

Adult Supervisors/ Drivers:	DRIVER		DRIVER
1) <u>Erica Dobbins</u>	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no	2) <u>Greg Polo</u>	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no
3) <u>David Wong</u>	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no	4) <u>Alex Corona</u>	<input type="checkbox"/> yes <input checked="" type="checkbox"/> no

Teachers and Staff Attending:

1) _____	<input 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 4/5/11

Risk Management Approval (Unusual Activities) [Signature] Date 4/28/11

Segment Administrator Approval [Signature] Date 4/27/11

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

Print Form

Submit by Email

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

School Name Luther Burbank High School Date 3/29/2011  
Teacher's Name Erica Dobbins Room # M3 Telephone # 433-5400

Field Trip Destination Ashland, Oregon

Reason for travel Students from Ms. Dobbins' Drama Theatre Arts class would like  
to go to Ashland, Oregon to attend the Shakespeare Festival. We will stay at  
Ashland Commons and see two 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: Please See Attached.

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

Approvals:

Principal

Date

Risk Management Dept.

Date

Segment Administrator

Date

Superintendent

Date

Board Approval Date

Print Form

## 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 30 days prior to the proposed trip - 60 days if out of state. REQ # _____
--	---	---

  

School/Department <b>Luther Burbank HS / ASSETs</b>	Date <b>Mar 30, 2011</b>
Date(s) of Event <b>May 20-22, 2011</b>	Location <b>Ashland, Oregon</b>
Event Title (attach brochure) <b>Oregon Shakespeare Festival</b>	
Purpose <b>Students from Ms. Dobbin's Drama Theatre Arts class would like to go to Ashland, Oregon for the Shakespeare festival. We will stay at Ashland Commons and see two plays.</b>	
*(what value does this activity give students, attendees, staff, department/site or community?) _____	
What Board goal/priority does this travel support? <b>They will see professional productions and we will discuss how to enhance their own pr</b>	
How will this activity/event be used and shared? <b>discuss and their experience in Ashland and apply that to their craft.</b>	

  

Name of Attendee(s) (attach sheet for additional attendees)	Position	Substitute (Y/N)**	No. of Days Required	Budget Code (for substitute)
Erica Dobbins	Teacher	Yes	1	01-7091-0-1102-10-1110-1000-151-0500-000
Greg Polo	Teacher	Yes <i>16</i>	*	
David Wong	Instructional Aide	No		
Alex Corona	Counselor	No		

  

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

Additional Attendees Attached \_\_\_\_\_

<b>Approvals:</b> <div style="margin-bottom: 10px;">        Principal/Department Head <span style="float: right;">Date <b>4/5/11</b></span> </div> <div style="margin-bottom: 10px;">        Associate Superintendent/Assistant Superintendent <span style="float: right;">Date <b>4/7/11</b></span> </div> <div style="margin-bottom: 10px;">        Deputy Superintendent/CFO (Finance) <span style="float: right;">Date <b>4/28/11</b></span> </div> <div style="margin-bottom: 10px;">       Superintendent or Designee <span style="float: right;">Date _____</span> </div> <div> <input type="checkbox"/> Categorical      Budget Code(s): _____  <input type="checkbox"/> General Fund/Unrestricted     </div>	District cost for all attendees (estimate) Registration Fee *** _____ Meals included? <input type="checkbox"/> B <input type="checkbox"/> L <input type="checkbox"/> D <input type="checkbox"/> Lodging _____ * Transportation <b>\$1,800.00</b> Meals _____ Other _____ <b>TOTAL \$1,800.00</b>
--	---

*all expenses except for rental car & gas paid by student(s).*

  

\*\*\*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