



# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 12.1h

**Meeting Date:** April 7, 2011

**Subject:** C.K. McClatchy High School Field Trip to University of Kentucky in Lexington, Kentucky on April 29 – May 3, 2011

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

**Segment/Department:** Accountability Office

**Recommendation:** Approve C.K. McClatchy High School Field Trip to University of Kentucky in Lexington, Kentucky on April 29 – May 3, 2011.

**Background/Rationale:** Two students from C.K. McClatchy's Speech and Debate Team have qualified for the most prestigious national debate tournament in the country. Only the top 70 policy debate teams in the whole country are invited to attend based on their performance throughout the year. The invitation to the Tournament of Champions is a great honor. These two students will be traveling with a parent/district teacher Ginger Spurlock and their coach Seth Blackmon. Academically, debate is one of the best activities a student can join. It demands critical thinking, deep research, excellent writing and, of course, top-notch speaking skills. Therefore, it supports our curriculum. Students will be transported to the airport by parents on April 29, 2011 and picked up there on May 3, 2011. Students and their chaperones will stay at the Hilton Downtown Lexington Hotel.

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

**Documents Attached:**

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

**Estimated Time of Presentation:** NA

**Submitted by:** Lisa Allen, 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 for Student Field Trip form required for each trip. See Reference distribution section for details concerning each type of trip

School Name: C.K. McClatchy		Date (m/d/yy) 3/2/11
Teacher's Name: Seth Blackmon	Room#	Telephone # 920-0459
Destination: University of Kentucky, Lexington, KY 40506-0054		Fax # -

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

Route: Commercial flight from Sacramento to Lexington, KY	
Educational nature of field trip/excursion: National Championship Debate Tournament	
Depart Date (m/d/yy): 4/29/11	Depart Time: 8:00 <input checked="" type="checkbox"/> a.m. <input type="checkbox"/> p.m.
Return Date (m/d/yy): 5/3/11	Return Time: 9:00 <input type="checkbox"/> a.m. <input checked="" type="checkbox"/> p.m.

- TRANSPORTATION** will be provided by:     Walking     School Bus     Chartered Bus\*\*  
 Private Vehicle\*     Parent Driver\*     Faculty Driver\*     Public Transportation     Train  
 Commercial Airline     Other:

\* Complete "Field Trip Insurance Verification for Drivers" form for each vehicle and driver.

**Charter Bus Line Name: Hotel Shuttle	Contact:
--	----------

Funding Source Private	Financial Assistance Available? <input type="checkbox"/> yes <input checked="" type="checkbox"/> no
Number of students participating: 2	

Adult Supervisors/Drivers	Driver	Adult Supervisors/Drivers	Driver
1) Ginger Spurlock	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no	2)	<input type="checkbox"/> yes <input type="checkbox"/> no
3) Seth Blackmon	<input type="checkbox"/> yes <input checked="" type="checkbox"/> no	4)	<input type="checkbox"/> yes <input type="checkbox"/> no

Principal Approval	Date 03/08/11
Risk Management Approval (Unusual Activities)	Date 3/9/11
Segment Administrator Approval	Date 3/9/11

**Distribution:**

- Local Trip:** (50 mile radius) Field Trip Request Form, Field Trip Roster, Field Trip Insurance Verification for Drivers (if applicable) to Principal for approval. All documents maintained at site except for passenger lists for private vehicles.
- Out-Of-Town:** (beyond 50 mile radius) Field Trip Request Form, Field Trip Roster, Field Trip Insurance Verification for Drivers (if applicable) to Principal for approval then forwarded to Segment Administrator 10 days prior to trip.
- Overnight Trip:** Field Trip Request Form, Field Trip Roster, Hotel accommodations information, Field Trip Insurance Verification for Drivers (if applicable) to Principal for approval then forwarded to Segment Administrator 10 days prior to trip.
- Trip Involving Swimming or Wading:** Request Form, Field Trip Roster, Field Trip Insurance Verification for Drivers (if applicable) to Principal for approval then forwarded 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.) [Special parent waiver may be required] Request Form, Field Trip Roster, Field Trip Insurance Verification for Drivers (if applicable) to Principal for approval then forwarded to Risk Management and Segment Administrator 10 days prior to trip.
- Out-of-State/Country:** Field Trip Request Form, Out-of-State/Country Request Form, Field Trip Roster, Field Trip Insurance Verification for Drivers (if applicable) and other pertinent information (see Field Trip Information page) to Principal for approval then forwarded to Segment Administrator SIX (6) WEEKS prior to trip. Must have Superintendent and Board approval prior to trip. Segment Administrator will submit for Board Agenda.

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 C.K. McClatchy High School Date 3/3/2011  
 Teacher's Name Seth Blackmon Room # \_\_\_\_\_ Telephone # 916-920-0459

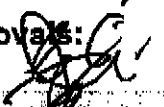
Field Trip Destination University of Kentucky, Lexington, KY 40506


Reason for travel Two of our debaters have qualified for the most prestigious national debate tournament in the country. Only the top 70 policy debate teams in the whole country are invited to attend based on their performance throughout the year. The invitation to the TOC is a great honor.

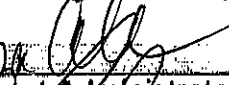
List unusual activities, water activities or high risk activities (examples: rafting, snorkeling, rock climbing, skiing, etc.) as a special parent waiver may be required. Submit copy of contract or waiver for review before signing. Risk management approval required.

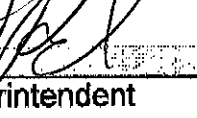
Attach a detailed itinerary for each day: See the attached itinerary

Signed   
 Teacher

Approvals:  
 03/03/11  
 Principal Date

 3/9/11  
 Risk Management Dept. Date

 3/9/11  
 Segment Administrator Date

 3/11/11  
 Superintendent Date

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

DV



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

School/Department: C.K. McClatchy Speech & Debate Team Date: Mar 8, 2011

Date(s) of Event: 4/29/11-5/3/11 Location: University of Kentucky in Lexington KY

Event Title (attach brochure): National Championship Speech & Debate Tournament

Purpose\*: To allow eligible students to attend the National Championship Speech & Debate Tournament in Lexington, Kentucky

\* (what value does this activity give students, attendees, staff, department/site or community?)  
 What Board goal/priority does this travel support? To support students in achieving academic excellence

How will this activity/event be used and shared? Students/Coach will be better prepared to help other students achieve equal status.

Name of Attendee(s) (attach sheet for additional attendees)	Position	Substitute (Y/N)**	No. of Days Required	Budget Code (for substitute)
Seth Blackmon	Speech & Debate Coach	No	<input type="checkbox"/>	
		No	<input type="checkbox"/>	
		No	<input type="checkbox"/>	
		No	<input type="checkbox"/>	

Additional Attendees Attached

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

Approval: \_\_\_\_\_ Date: 03/08/11  
 Principal/Department Head

\_\_\_\_\_  
 Associate Superintendent/Assistant Superintendent Date: 3/9/11

\_\_\_\_\_  
 Deputy Superintendent/CFO (Finance) Date: 3/10/11

\_\_\_\_\_  
 Superintendent or Designee Date: 3/11/11

District cost for all attendees (estimate)

Registration Fee \*\*\* 0.00

Meals included?  B  L  D

Lodging 0.00

Transportation 0.00

Meals 0.00

Other 0.00

TOTAL \$ 0.00

Categorical Budget Code(s): NA

General Fund/Unrestricted

\$ 0.00

\$ 0.00

\*\*\*If any meals are included in the cost of registration, how many of each: Breakfast 0 Lunch 0 Dinner 0

**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	0.00	0.00
Hotel	0.00	0.00
Airfare ****	0.00	0.00
Car Rental ****	0.00	0.00