



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 9.1e

Meeting Date: April 19, 2012

Subject: California Middle School Field Trip to Ashland, Oregon Shakespeare Festival May 23 – 25, 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 California Middle School Field Trip to Ashland, Oregon Shakespeare Festival May 23 – 25, 2012.

Background/Rationale: May 23 – 25, 2012 students from California Middle School will travel via chartered bus to Ashland, Oregon to see three plays at the Shakespeare Festival. This experience will allow students to experience acclaimed literature performed professionally, allowing students to study and enjoy Romeo and Juliet, Medea, Macbeth / Cinderella and Tracy Young from Euripides, Shakespeare, and Rodgers and Hammerstein. Additionally, students will attend three classes presented by members of the theater group and attend two prologue discussions.

A chartered bus will provide transportation for the 64 students, 1 teacher chaperone, and 10 parent chaperones. Students will be accompanied by chaperones to all plays. All parties will depart from California Middle School on Wednesday, May 23, 2012, at 8:30 a.m. and return to California Middle School Friday, May 25, 2012, at approximately 4:00 p.m. Emergency information will accompany the students on the bus. Students and chaperones will stay at Southern Oregon University dorms.

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

Documents Attached: Out of State Field Trip Documents

Estimated Time of Presentation: N/A

Submitted by: Lisa Allen, Area Assistant Superintendent

Approved by: Mary Shelton, Chief Accountability Officer

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 California Middle School Date 02/16/12

Teacher's Name Ruth Lindahl Room # 2 Telephone # 264-4550
Fax # _____

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 I-5 North to Ashland, Oregon

Educational nature of field trip/excursion Oregon Shakespeare Festival/Workshop & Watch 3 Plays

Depart Date 5/23/12 Time 8:00 am/pm Return Date 5/25/12 Time 4:00 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/PTSA Financial Assistance Available? yes no

Number of students participating: 64

Adult Supervisors/ Drivers: DRIVER DRIVER
1) Hillary Brugger/Helena Cadena yes no 2) Dale Fong/Flo Gutierrez yes no
3) Ruby Lara-Moore yes no 4) Patti Paddock/Dave Ross yes no

Teachers and Staff Attending:
1) Kim Wiedeman yes no 2) Stacey Willett yes no
3) Katherine McLoskey yes no 4) Ruth Lindahl yes no

Principal Approval [Signature] Date 3/9/12
Risk Management Approval (Unusual Activities) [Signature] Date 3/2/12
Segment Administrator Approval [Signature] Date 3.19.12

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 California Middle School Date 02/16/12

Teacher's Name Ruth Lindahl Room # 2 Telephone # 264-4550

Field Trip Destination Oregon Shakespeare Festival

Reason for travel To attend workshop and watch 3 plays at the Oregon Shakespeare Festival in Ashland, Oregon from May 23 - 25, 2012

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 Ruth Lindahl
Teacher

Approvals:

Elizabeth Vigot 3/23/12
Principal Date

[Signature] _____
Risk Management Dept. Date

[Signature] 3/23/12
Segment Administrator Date

[Signature] 3/28/12
Superintendent Date

Board Approval Date

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 CALIFORNIA MIDDLE SCHOOL Date 03/05/12

Date(s) of Event MAY 23, 24, 25, 2012 Location ASHLAND, OREGON

Event Title (attach brochure) OREGON SHAKESPEARE FESTIVAL/WORKSHIOP & WATCH 3 PLAYS

Purpose* ATTEND 3 PLAYS AT SHAKESPEARE FESTIVAL AND EDUCATIONAL PROGRAMS AT SOUTHERN OREGON UNIVERSITY

*(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) (attach sheet for additional attendees)	Position	Substitute (Y/N)**	No. of Days Required	Budget Code (for substitute)
<u>RUTH LINDAHL</u>	<u>TEACHER</u>	<u>No</u>	<u>3</u>	<u>01-0000-0-1102-10-1110-1000-141-0415-000</u>
		<u>No</u>		
		<u>No</u>		
		<u>No</u>		
		<u>No</u>		

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

Approvals:

Principal/Department Head Signature & Print Name _____ Date 3-18-12

Cabinet Level or Designee Signature _____ Date 4/2/12

Chief/Business Officer Signature _____ Date 3/28/12

Superintendent or Designee Signature _____ Date _____

District cost for all attendees (estimate)

Registration Fee *** _____

Meals included? B L D

Lodging 0.00

Transportation 0.00

Meals 0.00

Other 0.00

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 ****	_____