



# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 10.1h

**Meeting Date:** February 20, 2020

**Subject:** Approve West Campus High School Field Trip to Reno, NV from March 13 through March 15, 2020

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

**Division:** Academic Office

**Recommendation:** Approve West Campus High School Field Trip to Reno, Nevada from March 13-15, 2020.

**Background/Rationale:** On March 13, 2020, a group of 22 students and three adult chaperones from West Campus will travel via charter bus to Reno, Nevada, to participate in the Kiwanis Club District Convention for high school Key Club members.

**Financial Considerations:** No cost to the district.

**LCAP Goal(s):** College and Career Ready Students

**Documents Attached:**

1. Out of State Field Trip Documents

<p><b>Estimated Time of Presentation:</b> N/A</p> <p><b>Submitted by:</b> Christine Baeta, Chief Academic Officer Chad Sweitzer, Instructional Assistant Superintendent</p> <p><b>Approved by:</b> Jorge A. Aguilar, Superintendent</p>
---

Sacramento City Unified School District  
**FIELD TRIP REQUEST FORM**  
 (USE A SEPARATE FORM FOR EACH TRIP)

Parent Permission Form is required for each student field trip. See below reference distribution section for details concerning each type of trip.

School Name West Campus High School Date 01/09/2020  
 Teacher's Name Anne Bestgen Room # 46 Telephone # 916-395-5170  
 Fax # \_\_\_\_\_

Field Trip Destination Grand Sierra Resort, Reno Nevada

- Local-50 mile radius (bus/walking)  Local-50 mile radius (driver led trips)  Out-of-Town (Beyond 50 mile radius)  
(forward directly to Field Trip Office)
- Overnight  Out-of-State/Country  Involving Swimming or Wading  Unusual Activities

Route: I-80 to Reno

**Educational nature of field trip/excursion:** Members of Key Club will attend workshops that will deal with leadership development, life skills, and college. Students will also network with students from several states – California, Nevada, Hawaii

Depart Date 03 /13 /2020 Time 12:45 am/pm pm Return Date 03 /15 /2020 Time 3:00 am/pm pm

- TRANSPORTATION** will be provided by:  Walking  School Bus - contact Transportation Field Trip Office  
 Charter Bus Company (certified):  Yes  No - Check with Field Trip Office  
 Private Vehicle/Parent Driver/Faculty Driver - Complete Volunteer Personal Automobile Use Form for each vehicle and driver, must have fingerprint clearance (check with Human Resources for fingerprint clearances)  
 Public Transportation  Train  Commercial Airline  Other: \_\_\_\_\_

Funding Source Kiwanis Club Financial Assistance Available?  Yes  No  
NO COSTS TO SCUSD  
 Number of students participating: 22

Adult Chaperones/Drivers: Use additional forms if more than 4 names

- |                        |  |                         |  |
|------------------------|--|-------------------------|--|
|                        | DRIVER   |                         | DRIVER   |
| 1) <u>John Brummer</u> | <input type="checkbox"/> yes X no                        | 2) <u>Sienna Nguyen</u> | <input type="checkbox"/> yes X no                        |
| 3) _____               | <input type="checkbox"/> yes <input type="checkbox"/> no | 4) _____                | <input type="checkbox"/> yes <input type="checkbox"/> no |

Teachers and Staff Attending: Use additional forms if more than 4 names

- |                        |  |          |  |
|------------------------|--|----------|--|
| 1) <u>Anne Bestgen</u> | <input type="checkbox"/> yes X 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 1-16-20  
 Risk Management Approval (Unusual Activities) [Signature] Date 1-28-20  
 Segment Administrator Approval [Signature] Date 1-29-2020

**Distribution:** Refer to the Field Trip Information Form RSK 106F for the forms and distribution required for each trip:

- Local Trip (school or charter bus): (50-mile radius) - Submit to Principal for approval. Maintain all documents at site and forward a copy to Segment Administrator for approval.
- Local Trip: (50-mile radius: driver led) – Submit driver led trips to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip.
- Local Trip: (waling, RT, Amtrak): Submit walking trips to Principal for approval then forward to Segment Administrator for approval 2 weeks prior to trip.
- Out-of-Town: (beyond 50-mile radius) – Submit to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip.
- Overnight Trip: Submit to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip.
- Trip Involving Swimming or Wading: Submit to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip.
- Trip Involving Unusual Activities (Water sports or high risk activities such as rafting, snorkelling, rock climbing, skiing, etc.) - Submit to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip. This may require Special Event Liability Insurance.
- Out-of-State/Country: Submit to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip. Must have Superintendent, Board of Education and Risk Management approval prior to trip. Segment Administrator will place field trip item on Board Agenda. Trips not submitted to Segment Administrator 6 weeks prior to trip will be considered automatically rejected by the Board of Education.
- Approved forms will be returned by Segment Administrator. Maintain a copy of all forms at site for 2 years.

Reviewed by Site Office Manager: [Signature]  
(Initials)

# 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 checked="" 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 # <u>N/A</u>
---	--	---

School/Department West Campus High School Date 12/5/19

Date(s) of Event 1/13/20-3/15/20 Location Grand Sierra Resort 2500 E 2nd St, Reno, NV 89595

Event Title (attach brochure) District Convention

Purpose\* Members will attend DCON to develop their leadership skills, learn life skills, and attend college planning workshops. They will also network with Key Clubbers from California, Nevada, and Hawaii.

\*(what value does this activity give students, attendees, staff, department/site or community?)  
Prepare students for college and career readiness

How does this travel align with the District's strategic plan?  
Students will share their leadership skills and assist with college fairs

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)

Name of Attendee(s) (attach sheet for additional attendees)	Position	Substitute (Y/N)**	No. of Days Required	Budget Code (for substitute)
Anne Bestgen	Faculty Advisor	No		n/a
Sienna Nguyen	Kiwanis Advisor	No		n/a
John Brummer	Kiwanis Volunteer	No		n/a
		No		
		No		

Additional Attendees Attached

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

**Approvals:**  
Chad Sweitzer, IAS 1-29-2020  
John McMeekin 1-16-20  
 Principal/Department Head Signature & Print Name Date  
Christi SB 1/30/20  
 Cabinet Level or Designee Signature Date  
[Signature] 2-4-20  
 Chief Business Officer Signature Date  
[Signature] 2/6/20  
 Superintendent or Designee Signature Date  
[Signature]

District cost for all attendees (estimate)  
 Registration Fee \*\*\* 0  
 Meals included?  B  L  D  
 Lodging 0  
 Transportation 0  
 Meals 0  
 Other 0  
**TOTAL** 0

Categorical Budget Code(s): NO COSTS TO SCUSD: NO \$ 0  
 General Fund/Unrestricted NO REIMB. WILL BE SOUGHT BY \$ 0  
**BY ATTENDEES. ALL COSTS AND ANY REIMB. WILL BE HANDLED BY KIWANIS CLUB.** 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

Requestion #	Dollar Amount
Registration Fee	n/a
Hotel	n/a
Airfare ****	n/a
Car Rental ****	n/a

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

School Name West Campus High School Date 3 /13-15, 2020  
 Teacher's Name Anne Bestgen Room # 46 Telephone # (916) 277-6400  
 Field Trip Destination Grand Sierra Resort, 2500 E 2nd St, Reno, NV, 89595

Reason for travel Attend District Convention for Key Club and network with students from California, Nevada, and Hawaii.

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 to Risk Management for review before signing. Attach a detailed itinerary for each day

Signed Anne C. Bestgen  
 Teacher

**Approvals:**

<u>[Signature]</u>	<u>1 / 16 / 20</u>
Principal	Date
<u>[Signature]</u>	<u>1 / 28 / 20</u>
Risk Management Dept.	Date
<u>[Signature]</u>	<u>1 / 29 / 2020</u>
Segment Administrator	Date
<u>[Signature]</u>	<u>2 / 6 / 20</u>
Superintendent	Date

/ /  
 Board Approval Date