



# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 8.1d

**Meeting Date:** January 21, 2016

**Subject:** Approve Luther Burbank High School Field Trip to Carson City, Nevada from February 26 to February 27, 2016

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

**Division:** Deputy Superintendent

**Recommendation:** Approve Luther Burbank High School Field Trip to Carson City, Nevada from February 26 to February 27, 2016

**Background/Rationale:** On February 26 through February 27, 2016, students from Luther Burbank High School will travel by bus to Carson City, Nevada to attend the NJROTC Nationals Drill Meet. There will be six chaperones attending with forty-two students.

**Financial Considerations:** There will be no cost to the district. Expenses will be paid by JROTC organization.

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

**Documents Attached:**

1. Out of State Field Trip Documents

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

**Submitted by:** Lisa Allen, Interim Deputy Superintendent  
Chad Sweitzer, Area Assistant Superintendent

**Approved by:** Jose L. Banda, 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 High School Date 12/1/15

Teacher's Name McCarty/Sullivan Room # H9 Telephone # 433-5145  
 Fax # \_\_\_\_\_

Field Trip Destination Carson City, NV

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

Route US Route 50 (See attached map)

Educational nature of field trip/excursion NJROTC Field Meet/Drill Meet/Navy Nationals

Depart Date 2/26/16 Time 0530 am/pm    Return Date 2/27/16 Time 2300 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 NJROTC    Financial Assistance Available?     yes     no

Number of students participating: 42

Adult Supervisors/ Drivers:	DRIVER	DRIVER
1) <u>Mats Jansson</u>	<input type="checkbox"/> yes <input checked="" type="checkbox"/> no	2) <u>Sue Diaz</u> <input type="checkbox"/> yes <input type="checkbox"/> no
3) <u>Richard Diaz</u>	<input type="checkbox"/> yes <input checked="" type="checkbox"/> no	4) <u>Bob Bean</u> <input type="checkbox"/> yes <input type="checkbox"/> no

Teachers and Staff Attending:

1) <u>William McCarty</u>	<input type="checkbox"/> yes <input checked="" type="checkbox"/> no	2) <u>Carrie Sullivan</u>	<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 \_\_\_\_\_ Date 12/1/15

Risk Management Approval (Unusual Activities) \_\_\_\_\_ Date 1/1/16

Segment Administrator Approval \_\_\_\_\_ Date 1/1/16

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 Luther Burbank High School Date 1 Dec 2015

Teacher's Name McCarty Room # H9 Telephone # 433-5145

Field Trip Destination Carson City, NV

Reason for travel Nationals Drill Meet

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: Attached

Signed William McCarty  
Teacher

**Approvals:**

<u>[Signature]</u>	<u>12/1/15</u>
Principal	Date
<u>[Signature]</u>	<u>1/11/16</u>
Risk Management Dept.	Date
<u>[Signature]</u>	<u>1-11-16</u>
Segment Administrator	Date
<u>[Signature]</u>	<u>1/12/16</u>
Superintendent	Date

Board Approval Date

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 Luther Burbank High School Date Jan 4, 2016

Date(s) of Event 02/26-02/27/2016 Location Carson City, NV

Event Title (attach brochure) NJROTC National Drill Meet

Purpose\* Attend Drill Meet

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

What Board goal/priority does this travel support? \_\_\_\_\_

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)
William McCarty	Teacher - ROTC	No	□	
Carrie Sullivan	Teacher - ROTC	No	□	
		No	□	
		No	□	

Additional Attendees Attached

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

**Approvals:**

Principal/Department Head \_\_\_\_\_ Date 1/4/16

Associate Superintendent/Assistant Superintendent \_\_\_\_\_ Date 1-11-16

Deputy Superintendent/CFO (Finance) \_\_\_\_\_ Date 1-11-16

Superintendent or Designee \_\_\_\_\_ Date 1/2/16

District cost for all attendees (estimate)

Registration Fee \*\*\* 0.00

Meals included? □

B  L  D

Lodging \_\_\_\_\_

Transportation \_\_\_\_\_

Meals \_\_\_\_\_

Other \_\_\_\_\_

**TOTAL** \$ 0.00

Categorical      Budget Code(s): No cost to our District

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 ****	_____