



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 9.1f

Meeting Date: November 2, 2017

Subject: Approve Youth Development Field Trip to Louisville, Kentucky
November 28 – December 1, 2017

- 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 Men's Leadership Academy students from Rosemont and West Campus High Schools to attend the 7th Annual Rumble Young Man Rumble to Louisville, Kentucky from November 28, 2017 – December 1, 2017.

Background/Rationale: On November 28, 2017 – December 1, 2017, students from Rosemont and West Campus' Men's Leadership Academies will travel by commercial airline to Louisville, Kentucky to participate in the 7th Annual Rumble Young Man Rumble conference.

Financial Considerations: There is no cost to the District. Expenses are being paid by the Campaign for Black Male Achievement.

LCAP Goal(s): College and Career Ready Students. Clean, Healthy and Safe Learning Environment

Documents Attached:

1. Out-of-State field trip documents

Estimated Time of Presentation: N/A

Submitted by: Lisa Allen, Deputy Superintendent
Doug Huscher, Assistant Superintendent

Approved by: Jorge A. Aguilar, Superintendent

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 Youth Development Date 10 / 18 / 17

Teacher's Name Marcus Strother Room # _____ Telephone # 916-634-7992
 Fax # _____

Field Trip Destination Louisville Metro Hall, Louisville, Kentucky

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 Sacramento Metro Airport to Louisville, Kentucky Airport

Educational nature of field trip/excursion The Rumble Young Man Rumble Conference is designed to help young men and boys to improve their life chances

Depart Date 11 / 29 / 17 Time 4:00AM am/pm Return Date 12 / 01 / 17 Time 9:00PM am/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 Campaign for Black Male Achievement Financial Assistance Available? Yes No

Number of students participating: 2

Adult Chaperones/Drivers: DRIVER DRIVER
 1) _____ yes no 2) _____ yes no
 3) _____ yes no 4) _____ yes no

Teachers and Staff Attending:
 1) Marcus Strother yes no 2) _____ yes no
 3) _____ yes no 4) _____ yes no

Principal Approval [Signature] Date 10-20-17

Risk Management Approval (Unusual Activities) [Signature] Date 10/20/17

Segment Administrator Approval _____ Date _____

- 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.
 - Local Trip:** (50-mile radius: driver led, walking trip) - Submit driver led trips to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip. 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, snorkeling, 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.**

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

School Name Youth Development Date 10/18/17

Teacher's Name Marcus Strother Room # _____ Telephone # _____

Field Trip Destination Louisville, Kentucky

Reason for travel To attend the 7th Annual Rumble Young Man Rumble conference.

The goal of the conference is to continue connecting, compelling and creating
catalytic healing so we can continue improving life chances that help black men
and boys love, learn and lead.

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.

None

Attach a detailed itinerary for each day: See attachment.

Signed _____
Teacher

Approvals:

[Signature] 10-19-2017
Principal Date

[Signature] 10/20/17
Risk Management Dept. Date

Segment Administrator Date

Superintendent Date

[Signature] 10/27/17
Board Approval Date

TRAVEL REQUEST FORM (ACC-F014)

Sacramento City Unified School District

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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 Youth Development Date Oct 19, 2017

Date(s) of Event 11/29/17 - 12/1/17 Location Louisville, Kentucky

Event Title (attach brochure) CBMA Rumble Young Man Rumble Convening

Purpose* To help students build relationships throughout the education field, connecting, compelling and creating catalytic healing, promoting a passion for continuing education for young men of color.

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

How does this travel align with the District's strategic plan? Providing equity to students outside of the classroom, promoting higher education

How will this activity/event be used and shared? Through student councils, staff meetings and workshops.

Name of Attendee(s) (attach sheet for additional attendees)	Position	Substitute (Y/N)**	No. of Days Required	Budget Code (for substitute)
<u>Marcus Strother</u>	<u>Coordinator</u>	<u>No</u>	<input type="checkbox"/>	
		<u>No</u>	<input type="checkbox"/>	
		<u>No</u>	<input type="checkbox"/>	
		<u>No</u>	<input type="checkbox"/>	
		<u>No</u>	<input type="checkbox"/>	

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

Approvals:

Stacey Ault 10.20.17
 Principal/Department Head Signature & Print Name Date

[Signature] _____
 Cabinet Level or Designee Signature Date 10/20/17

[Signature] _____
 Chief Business Officer Signature Date 10/27/17

[Signature] _____
 Superintendent or Designee Signature Date

District cost for all attendees (estimate)

Registration Fee ***

Meals included? No Yes

B L D

Lodging _____

Transportation _____

Meals 500.00

Other _____

TOTAL \$ 500.00

Categorical Budget Code(s): Transportation/lodging paid by CBMA \$ _____

General Fund/Unrestricted 01 0000 0 5230 00 0000 2100 000 0767 000 \$ 500.00

***If any meals are included in the cost of registration, how many of each: Breakfast 2 Lunch 2 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 ****	_____