

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT  
BOARD OF EDUCATION**

Agenda Item 10.1d

**Meeting Date:** March 7, 2019

**Subject:** Approve

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

[Redacted]

field trip, See reference distribution section for details concerning each type of trip.  
SCHOOL Date 02/05/2019

Teacher's Name rrete Room # \_\_\_\_\_ Telephone \_\_\_\_\_  
Fax # 916-277-6593

Field Trip Desti Un of Nevada, Reno

Local (50 mile radius)  Out-of-Town (Beyond 50 mile radius)  Overnight

Out-of-State/Country  Involving Swimming or Wading  Unusual Activities  
Route I-80 to Reno

Educational nature of field trip/excursion Campus tour for Juniors, to prepare for college  
as part of the Western University Exchange program

Depart Da \_\_\_\_\_ im \_\_\_\_\_ /pm Return Date \_\_\_\_\_ ime 3:00 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:

West Campus for Excellence (PTSO) Financial Assistance Available?  yes  no

[Redacted]

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

West Campus

02 05 19

2, 5, 19

Field Trip Destination **University of Nevada, Reno**

Reason for travel **Junior class students will tour the campus to prepare them for college, and visit a campus participating in the Western University Exchange program**

TRAVEL REQUEST FORM (ACC-F014)

Sacramento City Unified School District

Instructions: This form must be completed and received in Accounts

Request to Attend:

Purpose for Attending:

h-h m-c 2-1-19

Date

2-12-19

Business Meeting

Continued Education Credits Earned

REQ N/A

School/Department | West Campus high School

Date Feb 1, 2019

Date(s) of Event | 04/03/2019

Location University Nevada Reno, Reno, NV