



- 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 Leonardo da Vinci School Field Trip to Ashland, Oregon from June 8, 2017 to June 10, 2017

Background/Rationale

_____: On June 8 through June 10, 2017, students from LDV K-8 School will travel by cars driven by parent volunteers to Ashland, Oregon to attend a Shakespeare Festival. There will be thirteen chaperones attending with twenty-three students.

Financial Considerations

_____: There will be no cost to the district. Expenses will be paid through parent contribution and fundraising.

LCAP Goal(s)

_____: College and Career Ready Students

Documents Attached:

1. Out of State Field Trip Documents

<p>Estimated Time of Presentation: N/A</p> <p>Submitted by: Lisa Allen, Deputy Superintendent Mary Hardin Young, Area Assistant Superintendent</p> <p>Approved by: Jose L. Banda, Superintendent</p>

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

School Name Leonardo Da Vinci EK-8

03/17/2017

Teacher's Name Mark Sirard

35 Telephone # 916-395-4635

Field Trip Destination Ashland, Oregon - The Shakespeare Festival

Reason for travel The LDV Shakespeare Club will be visiting The Shakespeare Festival to experience first-hand the play they starred in, as well as experience the works of Shakespeare that they are currently learning about through the club.

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

[Empty box for listing unusual activities]

contract or waiver for review before signing. Risk management approval required.

Attach a detailed itinerary for each day: See attached itinerary.

Signed _____
Teacher

Is:

9/17
Date

Segment _____
n

5/11/17
Date

TRAVEL REQUEST FORM (ACC-F014)

Sacramento City Unified School District

Request to Attend: <input checked="" type="checkbox"/> Conference/Workshop <input type="checkbox"/> Business Meeting	Purpose for Attending: <input checked="" 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: DA VINCI EK-8 Date: 7/2017
Date(s) of Event: 06-08-10-2017 Location: OREGON SHAKESPEARE FESTIVAL
Event Title (attach brochure): ATTACHED

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How does this travel align with the District's

with students interested in joining the next year

Name of Attendee(s) (attach sheet for additional attendees)	Position	No.	Budget Code
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Date

5/12/17