

Arlington Public Schools
“Providing the means to accomplish dreams”

Supportive Information Sheet

**Subject: OVERNIGHT TRIP REQUEST - AHS DECA TO STATE
 COMPETITION - BELLEVUE, WA, MARCH 5-7, 2009**

Action

Page(s): _____ Three (3), including cover

Submitted by: _____ Brett A. Sarver, CTE Director

Date: _____ February 23, 2009

Background Information:

The Arlington High School DECA students will be competing in over 39 events at the State Career Development Conference in Bellevue, WA, from March 5-7, 2009. We will also have our Chapter Awards Project team looking to improve upon their past performance at State and International competitions.

The Arlington High School DECA students will have the opportunity to compete amongst the best in the country during this State competition. There will be approximately 3,000 high school students attending this event and will make for a great opportunity for students be judged upon their skills and knowledge that they have learned in the classroom.

Administrative Consideration:

The substitute cost for Mr. Payne will be paid out of the CTE budget. Other trip costs will be paid from DECA ASB funds and student personal funds.

Conference, travel, and overnight reservations and accommodations will be prepared and arranged by the program advisor.

Superintendent’s Recommendation:

That the Board approves the overnight trip for DECA students to attend the State Development Career Conference (SCDC) in Bellevue, WA, March 5-7, 2009.

ARLINGTON SCHOOL DISTRICT NO. 16
315 N. FRENCH
ARLINGTON, WA 98223

OUT-OF-STATE OR OVER-NIGHT FIELD TRIP REQUEST FORM

Board Policy #2320 requires that field trips which take students out of the state or are planned to keep students out of the District overnight must be approved in advance by the Board.

Please complete this form and submit it to the Administration Office prior to the regularly scheduled board meeting so that this information can be included in the board packet for review before the scheduled meeting time.

The employee who is submitting this form is required to attend the Board meeting to answer any questions which might be raised by a Board member.

Name Tyler Payne / Arlington High School DECA

Building AHS

Date(s) of proposed out of state or over-night travel: March 5-7, 2009

The purpose for this travel request is: Compete at Washington DECA's State Career Development Conference (Competition)

The number of people who will comprise the group is: 26 students / 3 adults

The estimated cost of the trip will be \$7,447 ; and, the source of the funding for the trip is from DECA ASB funds as well as student personal funds. Students may earn money for their trip based on amount of study in preparation for the competition

I have made arrangements with my immediate supervisor for coverage at my work site while I am not at work. (please initial)

I am willing to share information with my colleagues that I have gained from this travel experience in the following manner:

Yes, upon request.

Employee Signature

Date

Immediate Supervisor Signature

Date

Out of state or over-night travel was approved denied

by the Board of Directors on: _____

**Please see the back for additional mandatory detail*

OUT OF STATE OR OVER-NIGHT TRAVEL REQUEST FORM

ADDITIONAL COMMENTS

*Please include the following information in the estimated cost for your proposed travel if applicable:

a) substitute costs, if necessary,
½ day Thursday (March 5th) = \$75
full day Friday (March 6th) = \$150
\$225

b) mileage costs -

District bus transportation = approximately \$600

c) registration costs -

Student costs are $\$118 * 26 = \$3,068$

Advisor cost is $\$118 * 1 = \118

Chaperones are \$30 each ($\$30 * 2 = \60)

$(3,068 + 118 + 60 = \$3,246)$

d) incidental costs related to this travel –

- Student cost ($\$118 * 26 = 3,068$) \$3,068
- Registration for 1 adult (\$118 per) \$118
- Registration for 2 chaperones (\$30) \$ 60
- Transportation
 - By district bus \$ 600 +/-
- Additional meals \$ 100
- Substitute teacher \$ 225 appx
- Lodging (2 rooms/2 nights chaperones @\$182/night) \$ 728 appx
- Lodging (7 rooms/2 nights students @\$182/night) \$ 2,548

Total \$7,447 appx