

Arlington Public Schools

"Providing the means to accomplish dreams"

Supportive Information Sheet

**Subject: OVERNIGHT TRIP REQUEST - FIRST ROBOTICS
TEAM TO COMPETITION - SEATTLE, WA
MARCH 26 – 28, 2009**

Action

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

Submitted by: _____ Brett A. Sarver, CTE Director _____

Date: _____ February 23, 2009 _____

Background Information:

This request is for Brett Sarver, Mark Ehrhardt, Jim Bassett and sixteen Arlington High School students to travel to the FIRST Robotics Competition at the Key Arena, Seattle, Washington from March 26–28, 2009 for the purpose of competing with 60 other robotic teams across the State.

This will be our first opportunity to compete in the FIRST Robotics Competition being held in Seattle, Washington. Our students and mentors are very excited about this opportunity to show off their robot.

Administrative Consideration:

Trip expenses will be covered through donations and grants. There are no substitute costs for Mr. Ehrhardt, Mr. Bassett or Mr. Sarver.

The competition, travel, and overnight reservations and accommodations will be prepared and arranged by Brett Sarver and the FIRST Robotics Organization.

Superintendent's Recommendation:

That the Board approves the overnight travel for the FIRST Robotics team to participate in the FIRST Robotics Competition in Seattle, WA from March 26-28, 2009.

OUT OF STATE OR OVERNIGHT 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 Brett Sarver

Building Arlington High School

Date(s) of proposed out of state travel: March 26 – 28, 2009

The purpose for this out of state travel request is: FIRST Robotics Competition at the Key Arena

The number of people who will comprise the group is: Sixteen students and three mentors

The estimated cost of the trip will be \$7,666.00; and, the source of the funding is through donations and grants

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 my out-of-state travel experience in the following manner:

Yes, upon request

Employee Signature

Date

Immediate Supervisor Signature

Date

Out of state travel was approved denied by the Board of Directors on: _____

**Please see the back for additional mandatory detail*

OUT OF STATE OR OVERNIGHT 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,
No substitute required for Brett Sarver, Jim Bassett or Mark Ehrhardt

- b) mileage costs
Two school vans will be used for transportation

- c) registration costs
Covered by Boeing Company donation

- d) incidental costs related to this travel -

Estimated cost of trip:

➤ Registration covered by donation	\$ 6,000.00
➤ Hotel (3 mentors with 3 rooms \$119 a night 2 nights)	\$ 714.00
➤ Hotel (16 students, 4 rooms \$119 a night 2 nights)	\$ 952.00

Total ~~for one adult~~ \$ 7,666.00 appx

corrected 2/23/09 jad

