

Arlington Public Schools

"Providing the means to accomplish dreams"

Supportive Information Sheet

Subject: OUT-OF-STATE TRAVEL REQUEST - AHS DRAMA CLUB TO OREGON SHAKESPEARE FESTIVAL, ASHLAND, OREGON, APRIL 2-6, 2009

Action

Page(s): Five (5) pages, including cover

Submitted by: Kurt Criscione, AHS Principal

Date: March 9, 2009

Background Information:

As Mr. Moberly continues to develop the AHS drama program, one of his continuing goals is to provide exposure to professional stage productions. The Oregon Shakespeare Festival provides a unique opportunity for our students to not only see three top-level professional performances, but also to meet professional actors, participate in workshops, meet technical designers and listen to lectures sponsored by festival organizers. The Tony award winning festival caters programs to students who share a strong connection to the arts.

Twenty-two (22) drama students will be accompanied by seven (7) parent chaperones, who will assist Mr. Moberly during their time in Ashland. Chaperones will be responsible for their own expenses.

Administrative Consideration:

The cost of the trip is being funded by fundraising and individual students, with the exception of substitute costs. The full day substitute costs for Mr. Moberly will be paid out of the Arts Dept. budget.

Students will gain valuable exposure to professional performance, exploration of technical theatrical production and performance workshops with some of our country's finest actors. Upon the students return they will provide insights to our other AHS students.

Superintendent's Recommendation: That the Board approves the *Out-of-State Travel Request* for the AHS Drama Club to attend the Oregon Shakespeare Festival in Ashland, OR, April 2-6, 2009.

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

OUT-OF-STATE OR OVERNIGHT FIELD TRIP REQUEST FORM (Students Traveling)

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 Board Secretary at least one week 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(s) of Staff Member(s) Traveling	Scott Moberly
Building	Arlington High School
Dates of Travel	April 2-6, 2009
Date(s) of Event	April 2-6, 2009
Name of Event	Drama Club Trip to the Oregon Shakespeare Festival
Purpose of Travel	To tour the OSF facility, see five professional productions and participate in acting workshops.
Location	Ashland, OR
Total Number of People Traveling	30
Estimated Total Cost of Trip	\$8,440.40
Source of Funding	Using money from fall fundraising efforts combined with students contributions.

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

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

I will share with department colleagues as well as the middle school theatre arts teachers.

Signature Redacted

Employee Signature Redacted

Immediate Supervisor Signature

Date 2/8/09

Date 2/24/09

This travel request was approved denied by the Board of Directors on: _____

**Please see the back for additional mandatory detail*

COST DETAIL

1. NUMBER TRAVELING

STAFF MEMBERS	1	STUDENTS	22	NON-STAFF CHAPERONES	7	TOTAL	30
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2. SUBSTITUTE COSTS (if applicable)

Staff Member	Number of Days	Rate	Total Substitute Cost
Scott Moberly	1.00	\$160.00	\$160.00
			\$0.00
			\$0.00
TOTAL			\$160.00

3. TRANSPORTATION COSTS

Means of Transportation	Miles or Number	Rate	Total Cost
District Van	1,002.00	\$0.20	\$200.40
			\$0.00
			\$0.00
TOTAL			\$200.40

4. REGISTRATION COSTS

Description	Number	Rate	Total Cost
Tickets/workshops/tours	30	\$130.00	\$3,900.00
			\$0.00
			\$0.00
TOTAL			\$3,900.00

5. LODGING COSTS

Description	Number of Rooms	Number of Nights	Rate	Total Cost
Holiday Inn Express/Ashland	11	4	\$95.00	\$4,180.00
				\$0.00
				\$0.00
TOTAL				\$4,180.00

6. OTHER COSTS (including meals)

Description	Number	Rate	Total Cost
			\$0.00
			\$0.00
			\$0.00
			\$0.00
TOTAL			\$0.00

7. ADDITIONAL INFORMATION/COMMENTS:

Participants are responsible for their own food. Breakfast is provided through Holiday Inn Express. Fundraising for the trip totalled \$ 3,000. Thank you for eating our Brats!