

# Arlington Public Schools

*"Providing the means to accomplish dreams"*

## Supportive Information Sheet

**Subject:** OUT-OF-STATE TRAVEL REQUEST – HALLER AND POST  
MIDDLE SCHOOL STUDENTS TO WASHINGTON DC,  
MARCH 28-APRIL 2, 2009

Action

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

**Submitted by:** Eric DeJong, Haller Middle School Principal

**Date:** March 9, 2009

### **Background Information:**

For the past year, a group of five teachers from Haller and Post have been planning an educational trip to Washington D.C., March 28-April 2, 2009. The trip is through Gerber Tours—a company that provides tours for many groups and schools. Students are interested in learning about their country's history and seeing the government in action. The 35 students have worked hard at raising funds for the trip; however, individual families will pay most of the cost.

### **Administrative Consideration:**

The teachers have worked very hard to organize this trip. Students have engaged in a few fundraising activities and there will be no financial cost to the District. Additionally, since the trip is during Spring Break there will be no substitute costs. There are an appropriate number of chaperones (5 teachers and 13 parents) for the 35 students. Gerber Tours is a tour company that has done many student tours and will also provide supervision as well as taking care of all tour arrangements in Washington D.C. This will be an excellent educational opportunity for our students, parents, and teachers. In addition, they might even have fun!

### **Superintendent's Recommendation:**

That the Board approves the *Out-of-State Travel Request* for Haller and Post Middle School Students to travel to Washington DC, March 28 – April 2, 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	Greer Verrier-Davis, Roel Ubungen, Heidi Burke, Mike Preisinger, <i>Melinda Skyles</i>
Building	Haller Middle School
Dates of Travel	March 28-April 2, 2009
Date(s) of Event	March 28-April 2, 2009
Name of Event	Washington DC Trip
Purpose of Travel	To educator our students about our nation's history and government.
Location	Washington DC
Total Number of People Traveling	53
Estimated Total Cost of Trip	\$75,516.52
Source of Funding	Parents and fundraisers

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:

*Redacted*  
 Signature *Redacted*

*March 2, 2009*  
 Date

Employee Signature  
 Signature *Redacted*

*3/2/09*  
 Date

Immediate Supervisor Signature

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	5	STUDENTS	35	NON-STAFF CHAPERONES	13	TOTAL	53
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### 2. SUBSTITUTE COSTS (if applicable)

Staff Member	Number of Days	Rate	Total Substitute Cost
			\$0.00
			\$0.00
			\$0.00
<b>TOTAL</b>			<b>\$0.00</b>

### 3. TRANSPORTATION COSTS

Means of Transportation	Miles or Number	Rate	Total Cost
			\$0.00
			\$0.00
			\$0.00
<b>TOTAL</b>			<b>\$0.00</b>

### 4. REGISTRATION COSTS

Description	Number	Rate	Total Cost
			\$0.00
			\$0.00
			\$0.00
<b>TOTAL</b>			<b>\$0.00</b>

### 5. LODGING COSTS

Description	Number of Rooms	Number of Nights	Rate	Total Cost
				\$0.00
				\$0.00
				\$0.00
<b>TOTAL</b>				<b>\$0.00</b>

### 6. OTHER COSTS (including meals)

Description	Number	Rate	Total Cost
Costs cannot be broken down because it was a package price. This is the total price	53	\$1,424.84	\$75,516.52
			\$0.00
			\$0.00
<b>TOTAL</b>			<b>\$75,516.52</b>

### 7. ADDITIONAL INFORMATION/COMMENTS:

All funds will come from fundraisers or families, there is no cost to the district.