

**Arlington Public Schools**  
*“Providing the means to accomplish dreams”*

<b>Supportive Information Sheet</b>
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**Subject:    OVERNIGHT TRAVEL REQUEST - SKILLSUSA  
              CULINARY AND VIDEO PRODUCTION STUDENTS TO  
              STATE COMPETITION, YAKIMA, WA, APRIL 9 – 11, 2009**

Action

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

**Submitted by:** \_\_\_\_\_ Brett A. Sarver, CTE Director \_\_\_\_\_

**Date:** \_\_\_\_\_ March 23, 2009 \_\_\_\_\_

**Background Information:**

The SkillsUSA club at Arlington High School is in its third year of operation. It is a Career and Technical Education (CTE) leadership program that provides leadership and educational opportunities for students at the secondary level. Several of our culinary and video production students have qualified for the state competition by placing in one of the top five places at the regional competition. These students will be competing at the state competition that is being held in Yakima, Washington from April 9 – 11, 2009. This is an exciting opportunity for our SkillsUSA culinary and video production students to shine for Arlington High School at the state competition.

**Administrative Considerations:**

The substitute, registration, and hotel costs for Dorothy Edwards and Dixie Dolan will be paid out of the CTE budget. Fundraising opportunities will be provided throughout the year to cover student costs, as well as vehicle rental and parking.

**Superintendent’s Recommendation:**

That the Board approves the overnight travel request for the SkillsUSA culinary and video production students to attend and compete at the state competition in Yakima, WA, April 9 – 11, 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.**

<b>Name(s) of Staff Member(s) Traveling</b>	Dorothy Edwards and Dixie Dolan
<b>Building</b>	Arlington High School
<b>Dates of Travel</b>	April 9, 2009 to Yakima and April 11, 2009 to AHS
<b>Date(s) of Event</b>	April 9-11, 2009
<b>Name of Event</b>	SkillsUSA State Competition
<b>Purpose of Travel</b>	To attend compeition
<b>Location</b>	Yakima, WA
<b>Total Number of People Traveling</b>	13
<b>Estimated Total Cost of Trip</b>	\$1,972.00
<b>Source of Funding</b>	SkillsUSA ASB funds, student funds, CTE funds

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:

News letter, e-mail, If state winners it will be placed in the Arlington News Paper.

signature redacted

3-16-09  
Date

Employee Signature  
signature redacted

3-16-09  
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	2	STUDENTS	11	NON-STAFF CHAPERONES		TOTAL	13
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### 2. SUBSTITUTE COSTS (if applicable)

Staff Member	Number of Days	Rate	Total Substitute Cost
Dorothy Edwards	2.00	\$150.00	\$300.00
Dixie Dolan	2.00		\$0.00
			\$0.00
<b>TOTAL</b>			<b>\$300.00</b>

### 3. TRANSPORTATION COSTS

Means of Transportation	Miles or Number	Rate	Total Cost
CTE Van	180.00	\$0.20	\$36.00
CTE Van	180.00	\$0.20	\$36.00
			\$0.00
<b>TOTAL</b>			<b>\$72.00</b>

### 4. REGISTRATION COSTS

Description	Number	Rate	Total Cost
Student pays individually or up to 50% by SkillsUSA	11	\$40.00	\$440.00
\$80.00 total for each students			\$0.00
			\$0.00
<b>TOTAL</b>			<b>\$440.00</b>

### 5. LODGING COSTS

Description	Number of Rooms	Number of Nights	Rate	Total Cost
Red lion Inn	1	2	\$130.00	\$260.00
Red lion Inn-students for Culinary	2	2	\$130.00	\$520.00
Red lion Inn-students for Video	1	2	\$130.00	\$260.00
<b>TOTAL</b>				<b>\$1,040.00</b>

### 6. OTHER COSTS (including meals)

Description	Number	Rate	Total Cost
Meals for teachers	8	\$15.00	\$120.00
			\$0.00
			\$0.00
			\$0.00
<b>TOTAL</b>			<b>\$120.00</b>

### 7. ADDITIONAL INFORMATION/COMMENTS:

There will be two adults (teacher & Para Educator) and 10-11 students.