

**Arlington Public Schools**  
*"Providing the means to accomplish dreams"*

<b>Supportive Information Sheet</b>
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**Subject:    OVERNIGHT FIELD TRIP: BOYS VARSITY GOLF TO  
              KENNEWICK, WA, APRIL 7-8, 2009**

Action

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

**Submitted by:** \_\_\_\_\_ Tom Roys, AHS Athletic Director \_\_\_\_\_

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

**Background Information:**

The Boys Varsity Golf team has been invited to play a match at Canyon Lakes Golf Course in Kennewick, WA. This is also the course where the State Tournament will be played, so it provides the students a chance to practice at the course beforehand. Also, past experience has proven that an overnight trip is also a great bonding opportunity for the team.

**Administrative Considerations:**

This activity is a culmination of dedication and hard work throughout the school year. The kids have fund-raised money to be able to attend such an event. The cost of the trip will be covered in full by the participants attending the tournament.

**Superintendent's Recommendation:**

That the Board approves the Overnight Field Trip for the Boys Varsity Golf Team to Kennewick, WA, April 7-8, 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>	Jack Greaves
<b>Building</b>	Arlington High School
<b>Dates of Travel</b>	April 7-8
<b>Date(s) of Event</b>	April 8th
<b>Name of Event</b>	Golf Match at Canyon Lakes Golf Course
<b>Purpose of Travel</b>	Varsity Boy's Golf team match at Canyon Lakes Golf Course vs. Lake Stevens, Richland, Kennewick
<b>Location</b>	Canyon Lakes Golf Course, Kennewick, WA
<b>Total Number of People Traveling</b>	7
<b>Estimated Total Cost of Trip</b>	\$537.00
<b>Source of Funding</b>	Individuals each paying their own way

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: \_\_\_\_\_

signature redacted

Employee Signature  
signature redacted

Immediate Supervisor Signature

Date

Date

3/12/09

3/12/09

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	6	NON-STAFF CHAPERONES	0	TOTAL	7
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### 2. SUBSTITUTE COSTS (if applicable)

Staff Member	Number of Days	Rate	Total Substitute Cost
Jack Greaves- No sub needed			\$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
One District Van to golf course- round trip	520.00	\$0.20	\$104.00
To and from the hotel- 50 miles	50.00	\$0.20	\$10.00
			\$0.00
<b>TOTAL</b>			<b>\$114.00</b>

### 4. REGISTRATION COSTS

Description	Number	Rate	Total Cost
None			\$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
La Quinta Inn Kennewick, WA	3	1	\$71.00	\$213.00
				\$0.00
				\$0.00
<b>TOTAL</b>				<b>\$213.00</b>

### 6. OTHER COSTS (including meals)

Description	Number	Rate	Total Cost
meals (3 meals total x 7 people)	21	\$10.00	\$210.00
			\$0.00
			\$0.00
			\$0.00
<b>TOTAL</b>			<b>\$210.00</b>

### 7. ADDITIONAL INFORMATION/COMMENTS:

This is a great opportunity for the varsity boys to gain access to the future State Tournament host course. The experience is invaluable. This is also a great time for the team to bond and become closer.