

Arlington Public Schools

"Providing the means to accomplish dreams"

Supportive Information Sheet

Subject: OVERNIGHT FIELD TRIP: AHS TRACK TO PASCO MEET, PASCO, WA, APRIL 17-18, 2009

Action

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

Submitted by: Tom Roys, Athletic Director- AHS

Date: March 23, 2009

Background Information:

The Arlington High School track team has fund-raised money to be able to attend this track meet. Schools from all over Washington State will be competing. Arlington High School has been attending this meet since 2001. This meet provides athletes an opportunity to experience large meets and get ready for Districts and the State Track Meet in May.

Administrative Consideration:

This activity is a culmination of dedication and hard work throughout the spring sport season. The cost of the trip will be covered in full by the AHS ASB Track & Field Camp Budget (2195-402).

Superintendent's Recommendation:

That the Board approves the overnight field trip for the AHS Track team to Pasco Washington, April 17-18, 2009.

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

OUT-OF-STATE OR OVER-NIGHT 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 Judd Hunter- Head Track Coach

Building Arlington High School

Date(s) of proposed out of state or over-night travel: April 17-18th, 2009.

The purpose for this travel request is: Track Meet in Pasco Washington

The number of people who will comprise the group is: 27 (20 athletes, and 7 coaches: Judd Hunter, Brent Copenhaver, Chad Palmiter, Mike Shierk, Phil Smithson, Jim Welch, and Andrea English)

The estimated cost of the trip will be \$ 6080.00; and, the source of the funding for the trip is from AHS ASB Track & Field Camp Budget (2195-402)

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

3.11.09
Date

Employee Signature
signature redacted

3/11/09
Date

Immediate Supervisor Signature

Out of state or over-night travel was approved denied

by the Board of Directors on: _____

**Please see the back for additional mandatory detail*

OUT OF STATE OR OVER-NIGHT 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,

Judd Hunter- 1 day @ \$120.00

Brent Copenhaver- 1 day @ \$120.00

Mike Shierk- 1 day @ \$120.00

Chad Palmiter- 1 day @ \$120.00

Andrea English- 1 day @ \$120.00

Phil Smithson- no sub needed

Jim Welch- no sub needed

b) mileage costs -

The track team has fundraised and will be taking a Journey Lines Charter Bus.
Estimated cost from Journey Lines is \$2100.00

c) registration costs -

None

d) incidental costs related to this travel -

Hotel: \$2170.00 approx.

Kids food: \$840.00

Food reimbursement for 7 adults: \$370.00