

Arlington Public Schools
"Providing the means to accomplish dreams"

Supportive Information Sheet

Subject: OUT-OF-STATE TRAVEL REQUEST - ARLINGTON HIGH SCHOOL ON HOLD AND JAZZ II BANDS TO CLEVELAND HS JAZZ FESTIVAL IN PORTLAND, OREGON

Action

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

Submitted by: _____ Kurt Criscione, AHS Principal _____

Date: _____ March 23, 2009 _____

Background Information:

Arlington HS On Hold and Jazz II Bands will compete in Cleveland HS Jazz Festival on Saturday, April 25, 2009 in Portland, Oregon.

Administrative Considerations:

The out-of-state travel will allow 43 students to continue to build lasting relationships with one another and make connections with other musicians who share the same passion.

The AHS Band Boosters is funding the cost of the registration and the AHS Activities budget is funding the cost of the district transportation. No substitute will be necessary.

Superintendent's Recommendation:

That the Board approves the Out-of-State Travel Request for the Arlington HS On Hold and Jazz II Bands to Portland, Oregon on Saturday, April 25, 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	John Grabowski
Building	Arlington High School
Dates of Travel	4/25/09
Date(s) of Event	4/25/09
Name of Event	Cleveland HS Jazz Festival
Purpose of Travel	Perform and compete at a West Coast level jazz festival amongst regional high school bands.
Location	Portland, Oregon
Total Number of People Traveling	49
Estimated Total Cost of Trip	\$1,452.81
Source of Funding	AHS Band Boosters and AHS Activities Travel Budget

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:

Discussions and meetings.

signature redacted

3/17/09

Employee Signature
signature redacted

Date
3/17/09

Immediate Supervisor Signature

Date

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	43	NON-STAFF CHAPERONES	5	TOTAL	49
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2. SUBSTITUTE COSTS (if applicable)

Staff Member	Number of Days	Rate	Total Substitute Cost
None			\$0.00
			\$0.00
			\$0.00
TOTAL			\$0.00

3. TRANSPORTATION COSTS

Means of Transportation	Miles or Number	Rate	Total Cost
ASD Transportation School Bus	475.04	\$1.45	\$688.81
ASD Transportation Driver Cost	20.00	\$25.70	\$514.00
			\$0.00
TOTAL			\$1,202.81

4. REGISTRATION COSTS

Description	Number	Rate	Total Cost
Festival fees for 2 bands	2	\$125.00	\$250.00
			\$0.00
			\$0.00
TOTAL			\$250.00

5. LODGING COSTS

Description	Number of Rooms	Number of Nights	Rate	Total Cost
None				\$0.00
				\$0.00
				\$0.00
TOTAL				\$0.00

6. OTHER COSTS (including meals)

Description	Number	Rate	Total Cost
None			\$0.00
			\$0.00
			\$0.00
			\$0.00
TOTAL			\$0.00

7. ADDITIONAL INFORMATION/COMMENTS:

Food will be paid by individual participants.