

Arlington Public Schools
“Providing the means to accomplish dreams”

Supportive Information Sheet

**Subject: OVERNIGHT FIELD TRIP REQUEST FOR TRAFTON
 FIFTH GRADE CLASS**

Action

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

Submitted by: _____ Ed Aylesworth, Trafton Elementary Principal _____

Date: _____ May 11, 2009 _____

Background Information: Trafton 5th grade students would like to enrich their science experience with an overnight stay at the Pacific Science Center. The students will participate in hands-on exhibits, tour the Tropical Butterfly House, travel in time to the Mesozoic Era to see robotic dinosaurs, and explore the world of insects. There will also be a live science demonstration, an IMAX film, and live laser show.

Administrative Considerations: The Pacific Science Center is a well-known, respected educational facility in the Northwest. Students participating in this experience will have the opportunity to involve themselves in activities that cannot be easily replicated in the traditional school setting. The great variety of topics will give every student the chance to find something of interest that will spark further interest in the sciences.

Superintendent’s Recommendation: That the Board approves the Overnight Field Trip Request for the Trafton Elementary 5th grade trip to the Pacific Science Center June 5-6, 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	Paula Gogert
Building	Trafton Elementary School
Dates of Travel	June 5-6, 2009
Date(s) of Event	June 5-6, 2009
Name of Event	Pacific Science Center's Camp-In 2009
Purpose of Travel	To participate in hands-on science activities that are difficult to duplicate in the classroom.
Location	Pacific Science Center
Total Number of People Traveling	28
Estimated Total Cost of Trip	\$1,458.50
Source of Funding	ASB for students and private funds for chaperones.

I have made arrangements with my immediate supervisor for coverage at my work site while I am not at work. N/A (please initial)

I am willing to share information with my colleagues that I have gained from this travel experience in the following manner: PLC groups.

Signature Redacted

Employee Signature [Signature]

Signature Redacted

Immediate Supervisor Signature [Signature]

May 6, 2009
Date

5-6-09
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	23	NON-STAFF CHAPERONES	4	TOTAL	28
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2. SUBSTITUTE COSTS (if applicable)

Staff Member	Number of Days	Rate	Total Substitute Cost
N/A			\$0.00
			\$0.00
			\$0.00
TOTAL			\$0.00

3. TRANSPORTATION COSTS

Means of Transportation	Miles or Number	Rate	Total Cost
bus	100.00	\$1.45	\$145.00
driver	6.00	\$26.00	\$156.00
			\$0.00
TOTAL			\$301.00

4. REGISTRATION COSTS

Description	Number	Rate	Total Cost
per participant fee	28	\$36.00	\$1,008.00
			\$0.00
			\$0.00
TOTAL			\$1,008.00

5. LODGING COSTS

Description	Number of Rooms	Number of Nights	Rate	Total Cost
N/A				\$0.00
				\$0.00
				\$0.00
TOTAL				\$0.00

6. OTHER COSTS (including meals)

Description	Number	Rate	Total Cost
Dinner before students leave (pizza and beverage)	23	\$6.50	\$149.50
			\$0.00
			\$0.00
			\$0.00
TOTAL			\$149.50

7. ADDITIONAL INFORMATION/COMMENTS:

This year's activities include Candy Chemistry, Animal Grossology, Unstable Elements, IMAX Film and live laser show, and the opportunity to explore the hands-on exhibits. Evening snack and continental breakfast are included in the registration fee.