

Arlington Public Schools
“Providing the means to accomplish dreams”

Supportive Information Sheet

**Subject: OVERNIGHT FIELD TRIP - BOYS GOLF TO STATE
 TOURNAMENT IN KENNEWICK, WA, MAY 26-28, 2009**

Action

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

Submitted by: _____ Tom Roys, AHS Athletic Director

Date: _____ May 26, 2009

Background Information:

Individuals from the Arlington Boys Golf team will be playing in the State Tournament at Canyon Lakes Golf Course in Kennewick, WA on May 27-28, 2009. Individuals have to earn their spot to be able to compete through hard work and dedication, and academic eligibility.

Administrative Considerations:

This activity is a culmination of dedication and hard work throughout the season. The kids have earned their spot to compete at State. The cost of the trip will be covered in full by the Arlington High School - ASB General Budget (2010). Travel will be May 26-28, 2009.

Superintendent’s Recommendation:

That the Board approves the Overnight Field Trip for the Boys Golf team to compete at the State Tournament held on May 27-28, 2009 in Kennewick, WA.

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	Jack Greaves
Building	Arlington High School
Dates of Travel	May 26-28, 2009
Date(s) of Event	May 27, 28, 2009
Name of Event	Boys State Golf
Purpose of Travel	State Golf Tournament
Location	Tri- cities
Total Number of People Traveling	3
Estimated Total Cost of Trip	\$1,028.00
Source of Funding	Arlington High School- ASB General Athletics Fund (2010)

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

5/19/09

Employee Signature
Signature Redacted

Date

5/19/09

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	0	STUDENTS	2	NON-STAFF CHAPERONES	1	TOTAL	3
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2. SUBSTITUTE COSTS (if applicable)

Staff Member	Number of Days	Rate	Total Substitute Cost
None- Jack Greaves- not an employee			\$0.00
			\$0.00
			\$0.00
TOTAL			\$0.00

3. TRANSPORTATION COSTS

Means of Transportation	Miles or Number	Rate	Total Cost
Rental Van- 3 days	3.00	\$65.00	\$195.00
			\$0.00
			\$0.00
TOTAL			\$195.00

4. REGISTRATION COSTS

Description	Number	Rate	Total Cost
Entry fee for practice round	2	\$40.00	\$80.00
			\$0.00
			\$0.00
TOTAL			\$80.00

5. LODGING COSTS

Description	Number of Rooms	Number of Nights	Rate	Total Cost
Hotel	2	2	\$150.00	\$600.00
				\$0.00
				\$0.00
TOTAL				\$600.00

6. OTHER COSTS (including meals)

Description	Number	Rate	Total Cost
Food for Students	3	\$21.00	\$63.00
Food reimbursement for coaches	3	\$30.00	\$90.00
			\$0.00
			\$0.00
TOTAL			\$153.00

7. ADDITIONAL INFORMATION/COMMENTS:

Students have earned the opportunity to compete at the State tournament and represent Arlington High School.