

Arlington Public Schools
“Providing the means to accomplish dreams”

Supportive Information Sheet

**Subject: OVERNIGHT FIELD TRIP – AHS DECA TO RANDLE,
WA, JUNE 28 - JULY 1, 2009**

Action

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

Submitted by: _____ Brett A. Sarver, CTE Director

Date: _____ May 26, 2009

Background Information:

The Marketing/DECA students have been participating in leadership training at the CISPUS training center for several years now. These students are provided opportunities to challenge themselves on the ropes course at the CISPUS site.

The Marketing/DECA students will gain valuable teambuilding opportunities while participating in CISPUS leadership agendas. Mr. Payne uses this training time to build his leadership team for the year.

Administrative Consideration:

Conference, travel and overnight reservations and accommodations will be prepared and arranged by the program advisor. The cost of the trip will be covered by DECA and personal funds.

Superintendent’s Recommendation:

That the Board approves the overnight field trip for the AHS DECA students to attend leadership training at the CISPUS training site in Randle, Washington from June 28 to July 1, 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	Tyler Payne, Rebecca Rodriguez
Building	Arlington High School
Dates of Travel	June 28, 2009 & July 1, 2009
Date(s) of Event	June 28, 2009 to July 1, 2009
Name of Event	Arlington DECA Leadership Retreat
Purpose of Travel	Provide AHS DECA officers and members the opportunity to plan for upcoming year, teambuild, and ropes course.
Location	Randle, Wasington
Total Number of People Traveling	23
Estimated Total Cost of Trip	\$2,452.74
Source of Funding	Money from students & DECA.

I have made arrangements with my immediate supervisor for coverage at my work site while I am not at work. Signature Redacted

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

I'd share with my colleagues the experiences that students gained from this experience.

Signature Redacted

05/14/09

Employee Signature
Signature Redacted

Date

Immediate Supervisor Signature

5-15-09
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	2	STUDENTS	20	NON-STAFF CHAPERONES	1	TOTAL	23
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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
School Van	314.00	\$0.22	\$69.08
School Van	314.00	\$0.22	\$69.08
School Van	314.00	\$0.22	\$69.08
TOTAL			\$207.24

4. REGISTRATION COSTS

Description	Number	Rate	Total Cost
Full day low ropes	1	\$375.00	\$375.00
1/2 day high ropes	1	\$525.00	\$525.00
			\$0.00
TOTAL			\$900.00

5. LODGING COSTS

Description	Number of Rooms	Number of Nights	Rate	Total Cost
	23	3	\$7.10	\$489.90
				\$0.00
				\$0.00
TOTAL				\$489.90

6. OTHER COSTS (including meals)

Description	Number	Rate	Total Cost
Dinner (6-28)	23	\$5.00	\$115.00
Breakfast, Lunch, Dinner (6-29)	23	\$13.90	\$319.70
Breakfast, Lunch, Dinner (6-30)	23	\$13.90	\$319.70
Breakfast (7-1)	23	\$4.40	\$101.20
TOTAL			\$855.60

7. ADDITIONAL INFORMATION/COMMENTS: