

Arlington Public Schools
“Providing the means to accomplish dreams”

Supportive Information Sheet

**Subject: OVERNIGHT FIELD TRIP - GIRLS GOLF TO STATE
 TOURNAMENT IN PASCO, 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 Girls Golf team will be playing in the State Tournament at Sun Willows Golf Course in Pasco, 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 Girls Golf team to compete at the State Tournament on May 27-28, 2009 in Pasco, 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	State Girls Golf
Purpose of Travel	State Girls Golf Tournament
Location	Tri-cities
Total Number of People Traveling	2
Estimated Total Cost of Trip	\$598.00
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

Employee Signature
Signature Redacted

Immediate Supervisor Signature

Date
5/19/09

Date
5/19/09

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

Staff Member	Number of Days	Rate	Total Substitute Cost
Jack Greaves- non employee- no cost			\$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
Registration fee for practice round	1	\$40.00	\$40.00
			\$0.00
			\$0.00
TOTAL			\$40.00

5. LODGING COSTS

Description	Number of Rooms	Number of Nights	Rate	Total Cost
Hotel costs for student	1	2	\$150.00	\$300.00
				\$0.00
				\$0.00
TOTAL				\$300.00

6. OTHER COSTS (including meals)

Description	Number	Rate	Total Cost
Food for student	3	\$21.00	\$63.00
			\$0.00
			\$0.00
			\$0.00
TOTAL			\$63.00

7. ADDITIONAL INFORMATION/COMMENTS:

Coaches hotel cost and meal reimbursement is outlined on the Boys Golf State Tournament request.