

Arlington Public Schools

"Providing the means to accomplish dreams"

Supportive Information Sheet

Subject: OVERNIGHT FIELD TRIP REQUEST ~ STATE FFA
HORSE JUDGING, OTHELLO, WA, SEPTEMBER 11-12,
2008.

Action

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

Submitted by: _____ Brett Sarver, CTE Director

Date: _____ September 8, 2008

Background Information:

This request is for the State FFA Horse Judging Contest on September 12, 2008 at the Adams County Fair in Othello, Washington. Students have been practicing judging at local fairs this summer and look forward to competing at the Adams County Fair. The FFA Horse Judging team will be staying at the Holiday Inn Express in Moses Lake. The group will leave after school on Thursday the 11th and return the evening of the 12th.

Administrative Consideration:

The substitute, driving and hotel costs for Tracy Brown will be paid out of the CTE budget. Fundraising opportunities will be made available throughout the year.

Superintendent's Recommendation:

That the Board approves the overnight travel request for Tracy Brown for travel to Othello, Washington with students from the FFA Chapter at Arlington High School from September 11-12, 2008.

ARLINGTON SCHOOL DISTRICT NO. 16
315 N. FRENCH
ARLINGTON, WA 98223

OUT-OF-STATE OR OVER-NIGHT FIELD TRIP REQUEST FORM

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 Administration Office 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 Tracy Brown

Building Arlington High School

Date(s) of proposed out of state or over-night travel: September 12, 2008

The purpose for this travel request is: State FFA Horse Judging Contest at the Adams County Fair in Othello, WA

The number of people who will comprise the group is: 5

The estimated cost of the trip will be \$348; and, the source of the funding for the trip is from FFA Fund and CTE 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:

Employee Signature

Date

Immediate Supervisor Signature

Date

Out of state or over-night travel was approved denied

by the Board of Directors on: _____

**Please see the back for additional mandatory detail*

OUT OF STATE OR OVER-NIGHT TRAVEL REQUEST FORM

ADDITIONAL COMMENTS

*Please include the following information in the estimated cost for your proposed travel if applicable:

a) substitute costs, if necessary,
1 day substitute =\$150

b) mileage costs -
School Van

c) registration costs -
0

d) incidental costs related to this travel -
2 hotel rooms (one student, one teacher) \$99 each=\$198