

Arlington Public Schools
“Providing the means to accomplish dreams”

Supportive Information Sheet

**SUBJECT: OVERNIGHT FIELD TRIP ~ AHS ASB LEADERS TO
RICHLAND, OCT 10-12, 2008**

Action

Pages _____ Three (3), including cover _____

Submitted by: _____ Faye Britt, Assistant Principal, Arlington High School _____

Date: _____ September 22, 2008 _____

Background Information:

Each year, the Washington Association of Student Council (WASC) hosts a leadership conference for student leaders. This conference also acts as a follow-up event to the annual summer leadership camp that leadership students attend. Arlington High Students haven't previously attended this enrichment conference and yet it is a valuable resource that should become a tradition.

The goals of attending this conference are to allow our leadership students to meet with others from all areas of the State in order to share and acquire ideas for improving their leadership skills, gaining skills to assist them in their roles and responsibilities, as well as helping them to promote a positive climate at Arlington High School. Secondly, this conference is very motivational and brings students home excited about making a difference in their school.

Administrative Consideration:

Our leadership students attend local leadership workshops throughout the year, but attending a State level conference offers so much more in terms of ideas, motivation, and support for the work that they do. The conference will support the leadership classroom and curricular goals and help to solidify the concepts associated with working as a team. The overnight travel will be well chaperoned as students are in conference all day at Richland Schools and stay in home-stays organized and approved by the host schools and the WASC Board. The advisor is required to stay in the hotel determined by the WASC Board in case of an emergency. Transportation will be via school van. The funds to pay for this trip will come from AHS ASB.

Superintendent's Recommendation:

That the Board approves the overnight travel for AHS Leadership students to attend the WASC Conference, October 10-12, 2008 in Richland, WA.

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

OUT-OF-STATE OR OVERNIGHT 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 Faye Britt

Building Arlington High

Date(s) of proposed out of state or overnight travel: Oct 10-12

The purpose for this travel request is: Attend annual WASC conference

The number of people who will comprise the group is: 7

The estimated cost of the trip will be \$750; and, the source of the funding for the trip is from ASB

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

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

However work - example meetings.

[Signature]
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 OVERNIGHT 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,

n/a.

b) mileage costs -

≈ 500 miles

≈ \$200

c) registration costs -

\$ 525

d) incidental costs related to this travel -

Limited unack spending money.