

Arlington Public Schools

"Providing the means to accomplish dreams"

Supportive Information Sheet

Subject: OVERNIGHT FIELD TRIP REQUEST – DECA to FALL LEADERSHIP CONFERENCE, BELLEVUE, WA, OCTOBER 26 – 28, 2008.

Action

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

Submitted by: _____ Brett Sarver, CTE Director, Arlington School District _____

Date: _____ October 13, 2008 _____

Background Information:

This is an annual request to attend Washington DECA's Fall Leadership Conference in Bellevue, WA. This event will be the first for many new students/DECA members. The conference will have workshops hosted by companies addressing career, leadership, sports, fashion, tourism marketing, entrepreneurship, financial literacy, motivational seminars and competition overview. Students will also have the opportunity to listen to the individual responsible for marketing the Nintendo Wii and his DECA experiences when he was a student.

Administrative Consideration:

The substitute cost for Mr. Payne will be paid out of the CTE budget. Conference, travel, and overnight reservations and accommodations will be prepared and arranged by the program advisor.

Superintendent's Recommendation:

That the Board approves the overnight field trip to the DECA Fall Conference in Bellevue, WA, October 26 – 28, 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 Tyler Payne

Building Arlington High School

Date(s) of proposed out of state or over-night travel: October 26th – 28th, 2008

The purpose for this travel request is: Washington DECA's Fall Leadership Conference

The number of people who will comprise the group is: 20 students / 1 teacher, 1 para-educator

The estimated cost of the trip will be \$1,470 for Advisor and Para-Educator and approximately \$150 per student ; and, the source of the funding for the trip is from District program funds (instructors) and student personal funds/DECA. DECA will allow student fee to be paid over a designated period of time.

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:

Presentation, student presentation, and School Board presentation, if desired.

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*

