

**Arlington Public Schools**  
*“Providing the means to accomplish dreams”*

<b>Supportive Information Sheet</b>
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**Subject:    OVERNIGHT TRIP: CROSS COUNTRY STATE  
              CHAMPIONSHIPS**

Action

**Page(s):** \_\_\_\_\_ Three (3), including cover \_\_\_\_\_

**Submitted by:** \_\_\_\_\_ Tom Roys, AHS Athletic Director \_\_\_\_\_

**Date:** \_\_\_\_\_ October 27, 2008 \_\_\_\_\_

**Background Information:**

The Arlington High School Cross Country team has qualified for the State Cross Country championships to be held in Pasco, WA on November 8, 2008. This activity is a culmination of dedication and hard work throughout the fall sports season. To have the opportunity to represent Arlington School District and community at the Cross Country State Championship is an honor.

**Administrative Consideration:**

The cost of the trip will be covered in full by the AHS ASB Athletic Budget (2010-402).

**Superintendent’s Recommendation:**

That the Board approves the Cross Country team’s State Tournament trip to Pasco Washington on November 6-8, 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 Mike Shierk- Cross Country Coach

Building Arlington High School

Date(s) of proposed out of state or over-night travel: November 6-8, 2008

The purpose for this travel request is: State Cross Country Meet

The number of people who will comprise the group is: 11 (9 athletes, and 2 coaches: MikeShierk, and Rebecca Harkavy)

The estimated cost of the trip will be \$1928.00; and, the source of the funding for the trip is from AHS ASB Athletic Budget (2010-402)

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,

Mike Shierk- 2 days @ \$120.00 per day- \$240.00

Rebecca Harkavy- 2 days @ \$120.00 per day- \$240.00

b) mileage costs -

Estimated fuel Efficiency of school van- 10 mpg.

Use of school van @ current fuel rate of \$3.60 per gallon. Round trip: 550 miles

Use of school van @ current fuel rate of \$ 3.60 per gall to drive from hotel to field:  
Approx 50 miles.

Total mileage divided by 10mpg, times current fuel rate equals total mileage cost.

$600 \text{ miles} / 10 \text{ mpg} = 60.0 \text{ gallons} * \$3.60 = \$216.00$

c) registration costs -

None

d) incidental costs related to this travel -

Hotel: \$650.00 approx.

Kids food: \$462.00

Food reimbursement for 2 adults: \$120.00