

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION

Agenda Item# 10.1g

Meeting Date: March 5, 2020

Subject: Approve School of Engineering and Sciences Field Trip to Reno, NV
from March 13 through March 15 , 2020

Sacramento City Unified School District
FIELD TRIP REQUEST FORM
(USE A SEPARATE FORM FOR EACH TRIP)

Parent Permission Form is required for each student field trip. See below reference distribution section for details concerning each type of trip

School N _____ 21 / 2020
Teacher's Name _____ Room # C14 Telephone # 395-5040
Fax # _____

Field Trip _____ DCon

Local-50 mile radius (bus/walking) Local-50 mile radius (driver led trips) Out-of-Town (Beyond 50 mile radius)

Overnight Out-of-State/Country Involving Swimming or Wading Unusual Activities

Route _____ exit 15 U

participate in a _____ s. and participate in workshops

Depart Date 3 / 13 / 20 Time 11:30am am/pm Return Date 3 / 15 / 20 Time 3:00pm

TRANSPORTATION will be provided by: Walking School Bus - contact Transportation Field Trip Office
 Charter Bus Company (certified): Yes No - Check with Field Trip Office
 Private Vehicle/Parent Driver/Faculty Driver - Complete Volunteer Personal Automobile Use Form for each vehicle
Drivers must have fingerprint clearance (check with Human Resources for fingerprint clearance)

TRAVEL REQUEST FORM (ACC-F014)

Sacramento City Unified School District

Request to Attend: <input type="checkbox"/> Conference/Workshop <input type="checkbox"/> Business Meeting	Purpose for Attending: <input checked="" type="checkbox"/> Professional Development <input type="checkbox"/> Continued Education Credits Earned	Instructions: This form must be completed and received in Accounts Payable at least 30 days prior to the proposed trip- 60 days if out-of-state. REQ
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Category: HR Department: School of Engineering and Sciences

Date: January 10th 2020

[REDACTED]

**IF A SUBSTITUTE IS NEEDED, SEND A COPY OF
Date(s) of Event: 3-13/3-15-2020

Location: Reno, Nevada

2-18-20
-31-20

Event Title (attach brochure): Kiwanis Club DCon Conference

2-12-20

[REDACTED]

Sacramento City Unified School District
**OUT-OF-STATE OR OUT-OF-COUNTRY
TRAVEL REQUEST**

School Name _____ En ineerin and _____ Date 3/13 to/ 3/15 / 2020

Teacher's Name Kacie Go Room # C14 Telephone # 395-5040

Field Trip Destination Reno, Nevada

Reason for travel Kiwanis Club DCon Students will work on leader

readv workshops

List unusual activities, water activities or high risk activities (examples: rafting, snorkeling, rock climbing, skiing, etc.) as a special parent waiver may be required. Submit copy of

[Redacted area containing student names and dates]

1 / 31 / 20
Date

2 / 12 / 20
Date

2 / 18 / 20
Date

2 / 28 / 20

Sacramento City Unified School District
**OVERNIGHT TRIPS
ACCOMMODATION INFORMATION**

NO PRIVATE HOMES. AIR BNB. HOSTELS

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Reservations Contact Person

Telephone # 757-578-2128

Fax #