

-
- Information Item Only
 - Approval on Consent Agenda
 - Conference (for discussion only)
 - Conference/First Reading (Action Anticipated: _____)
 - Conference/Action
 - Action
 - Public Hearing

Division : Academic Office
Recommendation

_____ : Approve Hiram Johnson High School Field Trip to Reno, Nevada
April 13-15, 2018
Background/Rationale

_____ : From April 13-15, 2018, a group of eight students and two teachers from Hiram Johnson High School will travel via car to Reno, Nevada, to participate in the Key Club Officers Leadership Training and Award Ceremony.
Financial Considerations

_____ : No cost to the district. Expenses paid through the school's Key Club Fund. Financial assistance from the Key Club Fund was made available for students in need.
LCAP Goal(s)

_____ : College and Career Ready Students
Documents Attached:

1. Out of State Field Trip Documents

Estimated Time of Presentation : N/A

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

Requester Name _____
Requester Title _____
Requester Phone _____
Requester Email _____
Requester Address _____
Requester City _____
Requester State _____
Requester Zip _____
Requester School _____
Requester Grade _____
Requester Date _____
Requester Time _____
Requester Location _____
Requester Description _____
Requester Budget _____
Requester Approval _____
Requester Signature _____
Requester Date _____

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

Sacramento City Unified School District
OUT-OF-STATE OR OUT-OF-COUNTRY

TRAVEL REQUEST

School Name **Hiram Johnson High School** 4 13 2018

Teacher's Name **Fam Saeteurn** Room # **C8** Telephone # 395-5070

Field Trip Destination **Reno, NV**

Reason for travel **Key Club district convention. Club Members**

**and advisors meet for education, elections, service,
networking and recognition**

[Redacted]

[Redacted]

[Redacted]

[Redacted]

21 / 18

Date

2 / 26 / 18

[Redacted]

[Redacted]

[Redacted]

TRAVEL REQUEST FORM (ACC-F014)

Sacramento City Unified School District

Instructions: This form must be completed and received in Accounts

[Redacted content]

(what does this activity give students, attendees,

[Redacted content]

Date
2/21/18

- Conference/Workshop Professional Development ← proposed trip- 60 days if out-of-state
- Business Meeting Continued Education Credits Earned REQ 71

School/Department | HIRAM JOHNSON HIGH SCHOOL Date | 2/7/18

Date(s) of Event | 4/13/18-4/15/18 Location | Reno, Nevada

Event Title (attach brochure) H KEY CLUB CONVENTION
come

[Redacted content]