

- 
- 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]

(what does this activity give students, attendees,

[REDACTED]

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]