

LETTER TO THE BOARD OF EDUCATION OUT-OF-STATE OR OUT-OF-COUNTRY FIELD TRIP

To the members of the Board of Education:

On July 16 - July 20, Encinal Jr. Sr. High School has arranged for a field trip to Denver, Colorado. We anticipate that (10) students and (2) chaperones will be attending. We are requesting permission to attend the National Federation of Community Broadcasters conference (NFCB). The conference brings broadcasters from low-powered radio stations across the country to participate in professional development sessions and networking.

The program cost for each student, including instruction, travel, expenses, meals and lodging is \$1,200. However, families are being asked to cover the flight and hotel room costs which will total \$695. Kevin Gorham is coordinating a fund raising effort to cover the additional costs and will cover the costs of any student who may not have the personal financial resources to participate.

The purpose of this field trip is to expose students enrolled in the advanced Radio Broadcast Journalism course next year to all aspects of the industry. They will attend seminars and presentations from veteran broadcasters and will learn about operating a station. The state standards which will be addressed through this field trip are (standards).

Itinerary:

Date	Time	Activity
July 10	9 - 12	Meet to research conference agenda; choose sessions
July 11	9 - 12	Meet to research presenters
July 16	7 am	Arrive at Oakland airport for flight to Denver
July 16	12 noon	Arrive at Denver airport; take van to hotel
July 16	2 pm	Check in at Embassy Suites Hotel
July 16	3 pm - 7 pm	Tour Denver and eat early dinner
July 17	9 am - 8 pm	Conference scheduled events
July 18	7:30 am - 10	Conference scheduled events

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	pm	
July 19	7:30 am - 8 pm	Conference schedule events
July 20	5 pm	Sightsee in Denver and depart for airport for flight from Denver to Oakland
July 20	9:45 am	Arrive in Oakland
August 14	8 am - 12 pm	Send individual PPT presentations to Kevin Gorham that will be used during first week of class; students will be graded on the presentation.

Your approval will provide our radio broadcast students with professional skills that will enhance the CTE Radio Broadcast pathway at Encinal. The exposure students will get from networking with broadcasters from low-powered stations across the country will enable them to become more informed and responsible journalists, as well as giving our CTE teacher the tools necessary to provide students with current industry practices.

Dated: 6/6/17

Signature: _____
Principal: _____

School: Encinal

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OUT OF STATE OR OUT OF COUNTRY FIELD TRIP REQUEST

Requirements:

1. All students must be allowed to participate regardless of ability to pay or associated fees.
2. ALL Forms must be submitted 30 business days prior to field trip, to the Teaching and Learning Department.
3. Board of Education approval is required for all out of state and out of country trips. Use Letter to Board of Education format (see attached).

Date Request Sent: 6/6/17

Date of Field Trip: 7/16/17-7/20/17

Destination of Field Trip: Denver, Colorado

School: Encinal Jr. Sr. High School

Name of Teacher(s): Kevin Gorham

Print Name: Kevin Gorham

Date: 6/6/17

Signature: [Signature]

Date: 6/6/17

(Teacher Signature)

Approval: [Signature]

Date: 6/6/17 [Signature] 6/6/17

(Principal Signature)

Teacher's Cellphone: [Redacted]

Teacher's School Phone: 510-748-4023

Date & Time of Departure: 8:30 am 7/16/17

Date & Time of Return: 9:45 am 7/20/17

Number of Miles (one way): 1,250

Number of students: approx 6 - 10

Number of Chaperone(s): 2

Chaperones: MUST BE Minimum 1 adult for every 15 students.

Include all Chaperone names and contact information on E-33 Chaperone List. An unsigned E-33 will not be accepted. E-33 must be signed off and complete!

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TRANSPORTATION METHOD

☐ Commercial Transport (Bus/BART/Ferry/etc.) ☐ Personal Car (Parents to complete Form E-5.
School site is responsible for collection and confirmation of Form E-5 and Proof of Insurance
verification on form E-33). ☐ Chartered Bus

Transportation costs will be paid by: ☐ School ☐ Individual Student ☐ District
☐ Student Body ☐ X Other Click here to enter text. ☐ PTA

Note: Individual families will pay for airfare; all students who are unable to pay for the plane fare will be sponsored through fund raising efforts conducted by Kevin Gorham. Van transportation will be paid for with fund raising done by Kevin Gorham and KJTZ students.

BUS INFORMATION NEEDED

Bus Company Name: N/A

Contact: N/A.

Address: N/A

Phone Number: N/A

Confirmation # for transportation: N/A

Transportation costs will be paid by: N/A

OVERNIGHT FIELD TRIP INFORMATION

Name of Lodging: Embassy Suites by Hilton Downtown Denver

Lodging Address: 1420 Stout St, Denver, CO 80202

Phone Number: (303) 592-1000

Instructional Purpose: What is the purpose of this trip? To augment instruction provided by Kevin Gorham regarding the professional operation of KJTZ radio station at Encinal High School. This conference would aid the CTE student in learning about all aspects of the radio industry

List activities and anticipated student outcome: Attend National Federation of Community Broadcasters conference which has a full schedule of sessions that will engage students in learning different facets of radio broadcast journalism. The conference will enable students to network with other high school and college colleagues operating low-powered stations and attend seminars dedicated to improving practice. We anticipate that this conference will spark continued students' interest in radio and provide students with concepts that they can implement at KJTZ.

List Standards/Content to be addressed:

1. Communication skills
2. Presentation skills

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Describe pre-activities prior to the trip:

Research conference agenda; make a personal conference schedule of sessions each student will attend. Research the speakers who will be featured and develop list of questions for the speakers.

Describe post activities after the trip: Students will develop a multimedia presentation that students will conduct for the entire class in the Fall.

Reasons for excluding student: (Keep in mind that no student may be excluded due to lack of payment) All students and parents were invited to attend a meeting on Monday June 5th to learn about the program. Kevin Gorham presented the costs and stressed to parents that he will coordinate the fund raising effort that will enable any students to participate.

Provision for students not participating: Since this field trip is taking place during the summer, all students will who are attending will develop a multimedia presentation that they will present to the entire class in the Fall.

INTINERARY (Daily schedule of specific events and times)		
Date	Time	Activity/Event
7/16/17	7 am	Arrive at airport in Oakland to fly to Denver
7/16/17	11:55 am	Arrive in Denver and travel to hotel to check in
7/16/17	2pm	Leave hotel for sightseeing and for early dinner
7/17/17	9am-8pm	Conference scheduled events
7/18/17	7:30 am - 10pm	Conference scheduled events
7/19/17	7:30 am - 8 pm	Conference scheduled events
7/20/17	6 pm	Arrive at airport for flight from Denver to Oakland
7/20/17	9:45 pm	Arrive in Oakland from Denver

REMINDER: Field Trip Checklist

- Submit Field Trip Request (Form E-3A) to school administrator at least 30 business days prior to trip.
- Issue and collect permission slips (one set to be taken on trip, one set to remain in office on day of trip).
- Order bus/transportation at least 4 weeks in advance if needed.
- If transportation is by private vehicle, collect all driver forms submitted certifying insurance coverage and submit to the principal. (Form E-5).
- Provide a list of participating students' names to school office. (Form E-7 or Class List from Aeries).

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Educational Services
2560 Challenger Drive
Alameda, CA 94501

PARENT/GUARDIAN INFORMED CONSENT FOR FIELD TRIP

School: Encinal High School

Teacher: Kevin Gorham

Date: 6/5/2017

Student Name: _____

Room: 605

General Information

Trip Destination: Denver, Colorado

Address: 1424 Stout St, Denver, CO 80202

Phone No. (303) 592-1000

We will leave from: Oakland Airport

Place of Lodging: Embassy Suites Downtown Denver

On (date) 7/16/2017

We will return on (day): 7/20/17

At about (time): 8:45 ☐ AM ☒ PM

Minimum number of adults/chaperones: 2

Type of Transportation

☐ District Vehicle

☐ Commercial Transportation

☐ District Bus

☐ Other (explain) airplane and rental car

Southwest Airlines - round trip flight from Oakland to Denver

Rental Van will be used in Denver and will be driven by Kevin Gorham

In the event of an accident or illness, I do hereby consent to whatever x-ray, examination, anesthetic, medical, surgical or dental diagnosis or treatment and hospital care are considered necessary in the best judgment of the attending physician, surgeon, or dentist and performed by or under the supervision of a member of the medical staff of the hospital or facility furnishing medical or dental services.

*It is recommended that all students have medical or student accident insurance. If you do not have student accident insurance, it is available through AIG. You can enroll online at: www.studentinsuranceusa.com

(Information on Page 2 must be completed prior to submitting consent form)

A special note to Parents/Guardians regarding prescription medication/drugs:

E-9

- (1) All drugs must be registered on this form;
- (2) All drugs, excepting those which must be kept on the student's person for emergency use, must be kept and distributed by the staff
- (3) ☐ Check and initial here if there are special problems that the staff should be aware of and if any drugs are required on the trip;
- (4) If medication or drugs are to be taken by the student, list them here: _____
_____. If your son or daughter has a special medical problem, kindly attach a description of that problem to this sheet.

As stated in California Education Code Section 35330, I understand that I waive all claims against the District, its officers, agents and employees for any injury, accident, illness, or death occurring during or by reason of this field trip or excursion, including acts of negligence by the District, its officers, agents or employers.

I fully understand that participants are to abide by all rules and regulations governing conduct during the trip. Any violation of these rules and regulations may result in that individual being sent home at the expense of his/her parent/guardian.

Student Name (please print): _____

Home Address: _____

Evening Phone: _____ Cell Phone: _____ Day Phone: _____

Emergency Contact: _____ Emergency Phone: _____

Medical Insurance Carrier _____ Policy No. _____

Parent or Guardian Name (please print): _____

Signature of Parent/Guardian: _____ Date: _____

Parent/Guardian signature reflects their knowledge and approval of the activity described above. This form must be returned to the school before the student can participate in the activity.