KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT BOARD OF EDUCATION AGENDA STATEMENT

No. 8 b.

MEETING OF: September 11, 2024

ITEM TITLE:

REVIEWED BY:

CONSENT CALENDAR

[X] Superintendent[X] Kayhi administration

Motion to approve out of state travel for Kayhi vearbook class

SUBMITTED BY: Kelly Smith, Kayhi Activities Director

CONTACT PERSON: Allegra Machado 907 225 9815

APPROVED FOR SUBMITTAL: Michael Robbins, Superintendent

SUMMARY STATEMENT:

School Board approval is sought for the Ketchikan High School Yearbook class to travel to Houston, Texas in September 2024.

ISSUE:

Per Board Policy 6153, all school-sponsored trips to out-of-state locations require approval of the School Board.

BACKGROUND:

The yearbook class is seeking approval to travel to the Balfour Fall Yearbook Workshop in Houston, Texas. It will highlight Yearbook instruction and training, Keynote speakers, cover art sessions, yearbook exchanges, and an opportunity for the students to experience traveling to and learning about another city.

RECOMMENDATION:

School administration recommends approval.

ATTACHMENTS:

Travel Request
Out of State Travel Request

FISCAL NOTE:

Funds for the trip will come from raised funds.

RECOMMENDED ACTION (ONLY if not approved as part of the Consent Calendar):

"I move that the Board of Education approve the out-of-state travel request for the Kayhi Yearbook Class to attend Balfour Yearbook Workshop in September of 2024."



TRAVEL REQUEST

KETCHIKAN HIGH SCHOOL ACTIVITIES OFFICE

Coach(es): Allegra Machado 1. Coach cell Phone: Contact Email: Date Submitted: TYPE OF TRAVEL REQUESTED Type: Destination: If Out of State travel, has it been approved: ITINERARY INFORMATION Name of Event: Date of Event: Coach cell Phone: 2. Contact Email: Allegra Machado 1. Conference State Otherwise of Travel Conference State Out of State: Machado 1. Conference State Out of State: Machado 1. Conference State Conference Conferenc	Huston TX			
Coach(es): Allegra Machado Coach cell Phone: Contact Email: Date Submitted: TYPE OF TRAVEL REQUESTED Type: Destination: If Out of State travel, has it been approved: Date of Event: Date of Event: Choice of Travel Requested Departure: Requested Return: Number of Adults: Number of Students: Number of Students: Name of Hotel Requested: Student Housing needs: # of Hotel Rooms: Allegra Machado 1. Coach cell Phone: 2. Contact Email: Allegra Machado 1. Contact Email: 2. Allegra Machado 1. Coach cell Phone: 2. Cothering State Allegra Machado 1. Contact Email: Allegra Machado Collegra Allegra Alle	er:			
Coach cell Phone: Contact Email: Allegra Macharoc Kal Schools organized Submitted: Type OF TRAVEL REQUESTED Type: Destination: In State: Yes Out of State: If Out of State travel, has it been approved: ITINERARY INFORMATION Name of Event: Date of Event: Choice of Travel Perry rt Requested Departure: Requested Return: Date: Party of Ferry From Requested Return: Number of Students: Number of Students: Number of Students: Number of Hotel Requested: Student Housing needs: Whotel House out Group/Other: # of Hotel Rooms:	Huston TX			
Contact Email: Date Submitted: 9/5/24 TYPE OF TRAVEL REQUESTED Type: Conference State Other Destination: In State: Out of Stat	Huston TX			
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HOTEL REQUEST Name of Hotel				
Name of Hotel Requested: Student Housing needs: Hotel	10			
Requested: 780 Student Housing needs: Hotel	HOTEL REQUEST			
# of Hotel Rooms: 3				
VEHTCLE RECLIEST				
Vehicle Preference: □ Shuttle or Not needed □ Rental Car host School				
If Rental: Type/Amount:	☐ Bring own (Ferry only)			
OFFICE USE ONLY: Completed By: Date: NOTES:				

OUT-OF-STATE TRAVEL REQUEST

Out-of-state travel for interscholastic competition during the school year must be approved by the Executive Director. Use this form to request approval.

School		Date of request	
Ketchikan High Schoo	P	8,21,24	
Team, group or organization requesting travel			
Koyhi Yearbook Class			
Out-of-state destination	Departure date	Return date	
Houston, TX	9,26,24	9,30,24	
Describe the out-of-state competition			
Event Title: Balfoux Fay Year bus	sk watshap		
Type of Competition (invitational, tournament, etc.): Intuction and Training of Cover at sessions, great into		ayout i dosyn.	
Cover at sessions, guest in	SNOWS , News Scho	or yearson staff.	
School administrator's permission			
The above named school team/organization has my perm	ission to travel for out-of-state cor	npetition.	
School Administrator (please print)			
School Administrator's Signature:			
Phone: Fax:	Email:		
	di Birrahara di manahara		
	utive Director's signature		
☐ APPROVED ☐ DISAPPROVED			
Comments			
	CTIVITIES ASSOCIATION		
Scan and email this form to office@asaa.org or fax to 907-561-0720			