

KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT BOARD OF EDUCATION
AGENDA STATEMENT

No. 8 b.

MEETING OF: September 11, 2024

ITEM TITLE:

REVIEWED BY:

CONSENT CALENDAR

Superintendent

Kayhi administration

Motion to approve out of state travel for Kayhi
yearbook 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

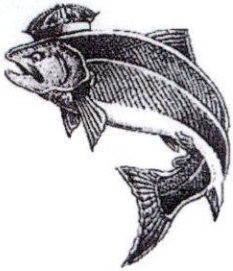
Out of State Travel Request

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

TEAM INFORMATION

Sport/Activity:	Yearbook	Full Name:	DOB:
Coach(es):	Allegra Machado	1.	
Coach cell Phone:		2.	
Contact Email:	allegra.machado@k21schools.org		
Date Submitted:	9/5/24		

TYPE OF TRAVEL REQUESTED

Type:	<input type="checkbox"/> Conference	<input type="checkbox"/> State	<input checked="" type="checkbox"/> Other: _____
Destination:	<input type="checkbox"/> In State: _____	<input checked="" type="checkbox"/> Out of State: Houston TX	
If Out of State travel, has it been approved:	<input type="checkbox"/> Yes		<input type="checkbox"/> No, Date on agenda: _____

ITINERARY INFORMATION

Name of Event:	Yearbook Conference			
Date of Event:	9/26-30			
Choice of Travel	<input type="checkbox"/> Ferry rt	<input checked="" type="checkbox"/> Fly rt	<input type="checkbox"/> Fly to / Ferry From	<input type="checkbox"/> Ferry to / Fly From
Requested Departure:	Date:	9/26	Time:	4:17 pm
Requested Return:	Date:	9/30	Time:	4:29 pm
Number of Adults:	1			
Number of Students:	10			

HOTEL REQUEST

Name of Hotel Requested:	TBD		
Student Housing needs:	<input checked="" type="checkbox"/> Hotel	<input type="checkbox"/> House out	<input type="checkbox"/> Group/Other: _____
# of Hotel Rooms:	3		

VEHICLE REQUEST

Vehicle Preference:	<input checked="" type="checkbox"/> Shuttle or Not needed	<input type="checkbox"/> Rental Car	<input type="checkbox"/> Borrow from host School	<input type="checkbox"/> Bring own (Ferry only)
If Rental:	Type/Amount: _____			

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

Ketchikan High School

Date of request

8, 21, 24

Team, group or organization requesting travel

Kayhi Yearbook Class

Out-of-state destination

Houston, TX

Departure date

9, 26, 24

Return date

9, 30, 24

Describe the out-of-state competition

Event Title: Balfour Fall Yearbook Workshop
Type of Competition (invitational, tournament, etc.):
Instruction and Training on technology, layout & design.
Cover art sessions, guest instructors, networking with other school yearbook staffs.

School administrator's permission

The above named school team/organization has my permission to travel for out-of-state competition.
School Administrator (please print) _____
School Administrator's Signature: _____ Date: _____
Phone: _____ Fax: _____ Email: _____

Executive Director's decision

APPROVED DISAPPROVED

Executive Director's signature

Comments

ALASKA SCHOOL ACTIVITIES ASSOCIATION

Scan and email this form to office@asaa.org or fax to 907-561-0720