



KGBSD TRAVEL # _____

Authorization for Travel

Traveler's Names: (List ALL Persons Traveling)

School/Location:

Allegra Machado - Kayhi Yearbook Advisor
6-10 Yearbook Students - 2nd year students

Ketchikan High School

Dates of Travel: Leave: 10/1/21 Return: 10/3/21

Destination (City and State): 2021 - Balfour Yearbook training Workshop , Seattle, WA

Reason for Trip? How will this trip benefit the Ketchikan School District?

To Attend the annual Balfour Yearbook training Workshop in Seattle, WA. The Yearbook Team will receive advanced technology training, meet with industry representatives, work on theme development, cover artist consultations, collaborate with other high school yearbook staffs, work on marketing plans, Photoshop tutorials, and engage in learning activities. Complete the advanced planning for and creation of the 2021-2022 Kayhi Yearbook.

How will you share this information with the Ketchikan School District when you return?

Students will share their experience, training, and resources with the rest of the Yearbook class to work together with a goal of creating the best Kayhi yearbook to date.

OCT 1-3 / DoubleTree Suites, Southcenter
2021 SEATTLE FALL WORKSHOP

THINK BIG

Get Inspired. Be Innovative. Go Bigger.
balfour.

Adviser, Editor & Staff, Comprehensive Training

COURSE TOPICS:

- Design
- Finding Fresh Stories
- Modern Coverage
- Theme Development
- Alternative Copy - Modules
- Technology Training, Online
- Photoshop
- Cover Design
- Marketing & Technology
- Yearbook Trends and MORE!

FOR MORE INFORMATION:

Contact: **Kerri Smead**
Kerri.Smead@balfour-r-rep.com
425-503-7016

COMMUTER TUITION INCLUDES:

- Dinner Oct 1, Lunch Oct 2 & 3
- All focus & technology sessions
- Cover design session
- Curriculum and activities

OVERNIGHT TUITION INCLUDES:

- Commuter Tuition
- Breakfast Oct 2 & 3
- Hotel Oct 1 & 2

DoubleTree Southcenter
16500 Southcenter Pkwy,
Seattle, WA 98188

FEES:

- \$200 Commuter, per person
- \$350 Shared room, per person
- \$495 Private room, per person

ASK ABOUT A SCHOLARSHIP

Payment in full due by Sept 20.
No refunds after Sept 20. Payments
made after Sept 20 will incur a \$50
late fee, per person.

WORKSHOP SCHEDULE:

Fri	Oct 1	3 pm - 11 pm
Sat	Oct 2	8 am - 4 pm
		7 pm - 8 pm
Sun	Oct 3	Lab open until 11 pm 8 am - 3pm

Registration
DEADLINE
Sept 20th

REGISTER ONLINE:

<https://tinyurl.com/2021-Seattle-Fall-Workshop>

Ketchikan High School Activities Travel

2021-2022 Travel Mitigation Plan

1. Due to SE Alaska weather conditions our travel plans may be cancelled or altered mid-trip which could lead to our teams staying overnight in communities that are not at a low (green or yellow) risk level;
2. No players/team members are required to travel and families have the right to opt out of a trip up to 4 days prior without monetary penalty;
3. Kayhi activities will only travel if and when KGBSD is at a low (green or yellow) risk level;
4. Kayhi activities will only travel to communities/schools who are also at a low (green or yellow) risk level.
 - a. Groups may travel through communities that are noted as orange or red risk level, but our groups must remain in the airports and/or ferry terminals and cannot venture out into the community;
5. At all times while travelling, students and chaperones must wear masks unless they can maintain a distance apart from each other of more than six (6) feet.
 - a. Masks must also be worn in/on
 - i. Planes
 - ii. Cars
 - iii. Vans
 - iv. Busses
 - v. Ferries;
6. Students will be assigned hotel rooms in groups of 2, 3, or 4 depending on total group size.
 - a. No student will be allowed to occupy a hotel room alone;
 - b. The door to the room must be propped open any time there are both males and females in the room;
 - c. Students and chaperones are required to wear masks any time more than four people are in a room;
7. Restaurant/eating safety protocol is as follows:
 - a. Space out (maximum 2-3 people per table or booth);
 - b. Wear masks before and after eating;
8. Shopping/Freetime safety protocol is as follows:
 - a. Maintain groups of at least 3;
 - b. Wear masks at all times.

Authorization for Non-Student Travel

Travel Summary:

Number of Travelers? (Should be the same # from first page) approx 6-10
 Number of Nights away from Ketchikan: 2
 Will Substitutes be needed? (If yes, answer next question) yes - 1 day
 Will Substitutes be paid from grants or similar funding sources? _____
 Will you be reimbursed from any source(other than KGBSD) for this trip? no
 If so, Who? _____ How much? _____

Anticipated Costs for ALL Travelers:

		<u>Total</u>	
Airfare: 400 x 10	\$	4000	
Lodging:	\$		
Per diem: 2 @ \$50 ea. 100 X # of traveler	1	100	
Rental Vehicle: (MUST BE APPROVED WITH A PURCHASE REQUISITION, ESTIMATED COST AND VENDOR)	\$		

Expense to be Paid By:

<u>District</u> <i>Directly</i>	<u>Employee</u> <i>Reimbursed</i>
4,000.00	
X	N/A

Explanation for car rental: _____

Registration/Tuition fees: _____ 350 x 10 \$ 3500
 Other costs (explain): _____ \$ _____

NOTE: If the District is paying ANY costs DIRECTLY, a Purchase Requisition is required.

Source of funds for this trip (Fund/Grant name): Kayhi Yearbook Account

Submitted by: Allegra Machado
 Traveler Signature

8/27/21
 Date

Administrator: [Signature]
 Signature

8/31/21
 Date

Budget Code: YEARBOOK CLUB Acct.
 (Assigned by Administrator)

(FOR BUSINESS OFFICE USE ONLY)

SUPERINTENDENT'S DECISION: GRANTED _____ DENIED _____

SUPERINTENDENT'S SIGNATURE: _____ DATE: _____

(ACCOUNTING USE ONLY)

<u>Item</u>	<u>Vendor</u>	<u>PO #/CK #</u>		<u>Amount</u>
Advance	N/A	_____		_____
Airfare	Alaska Air	_____	EasyBiz	_____
Lodging	_____	_____		_____
Registration	_____	_____		_____

Public health directives are in place at your destination. These directives can change often, so please keep an eye on our [COVID-19 advisories](#) for updates.

Farewell to change fees.
Get [Next-Level Care](#) and the best experience in the air with no change fees on Main and First Class fares.
Book your flights today with the confidence that you can change them later, for just the fare difference.
[Learn more](#) about changing your travel plans.

Available flights

Baggage fees may apply.

[Change search](#)

[Clear all selections](#)

Choose departing flight:
Ketchikan (KTN) to Seattle (SEA)

Tue Sep 28 \$129	Wed Sep 29 \$129	Thu Sep 30 \$169	Fri Oct 1 \$169	Sat Oct 2 \$129	Sun Oct 3 \$169	Mon Oct 4 \$169
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Lowest Fare Refundable

Sort by Stops

Compare fare types

Saver

Main

First Class

Most restricted

Most popular

Most comfortable

<i>Alaska</i> 60 KTN 8:50 am SEA 11:42 am 1h 52m Nonstop Details Preview seats	Not combinable \$169 <input type="radio"/>	\$199 <input checked="" type="radio"/>	\$319 <input type="radio"/>
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[Show all flights](#)

Choose returning flight:
Seattle (SEA) to Ketchikan (KTN)

Thu Sep 30 \$164	Fri Oct 1 \$170	Sat Oct 2 \$129	Sun Oct 3 \$170	Mon Oct 4 \$170	Tue Oct 5 \$129	Wed Oct 6 \$129
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Lowest Fare Refundable

Sort by Stops

Compare fare types

Saver

Main

First Class

Most restricted

Most popular

Most comfortable

<i>Alaska</i> 69 SEA 6:36 pm KTN 7:40 pm 2h 4m Nonstop Details Preview seats	Not combinable \$170 <input type="radio"/>	\$199 <input checked="" type="radio"/>	\$319 <input type="radio"/>
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[Show all flights](#)

[Change search](#)

[Clear all selections](#)

Inflight Wi-Fi availability is subject to change without notice and is not available when flying over Latin America, the Pacific Ocean and portions of Canada and Alaska. Amounts are quoted per person in US dollars, one way, and subject to change without notice until purchased. The final price might differ from the price shown on this page due to a real-time fare change or other mandatory recalculation. [Baggage fees](#) may apply.

ADD TO CART

Need assistance? [Contact us](#)