

**DENTON INDEPENDENT SCHOOL DISTRICT
REQUEST FOR OUT OF STATE
STUDENT TRAVEL**

I. ORGANIZATIONAL DATA

Campus Denton High School Date of Request June 25, 2014
 School Organization International Baccalaureate Diploma Program Activity Sponsor Mrs. Beth Hughes

II. DESCRIPTION OF PROPOSED TRAVEL

Destination(s)** Washington DC
 Description of Activities or Events Constitution Day presentation on Capitol Hill by Joshua Boring and Beth Hughes
Visits to the National Archives, Newseum, Supreme Court and Library of Congress
 Dates of Travel Sept. 16-18, 2014 Mode of Travel Airplane/Charter Bus
 Number of Student Participants 1 from DHS Number of Adult Sponsors/Chaperones 1 from DHS
 Educational Purposes and Value Joshua & Mrs. Hughes will represent the state of Texas on Capitol Hill presenting
Josh's community service project on the value of RNs in public schools, joining 49 other student/teacher teams, each
representing their state. The Close-Up Foundation will provide 24/7 supervision of the 100 participants while in DC.

**Attach copy of proposed itinerary

III. SOURCE OF FUNDING

Source	Amount
<input type="checkbox"/> District	_____
<input type="checkbox"/> Students (personal)	_____
<input type="checkbox"/> Organization	_____
<input type="checkbox"/> Fund Raising Activities***	_____
<input checked="" type="checkbox"/> Other: <u>Awarded Grant</u>	<u>\$1,500 each</u>
Total Cost of Activity	_____
Estimated Cost/Student	<u>None</u>

***Description of Fund Raising Activities (if required)
The Civics Renewal Network, the Close-Up
Foundation and the Bill of Rights Institute
are providing 100% of the funding needed
for this trip. This was an earned trip, as
Mrs. Hughes submitted Joshua's project
for consideration. Joshua and Mrs. Hughes are honored
to represent the state of Texas on Constitution Day (9/17).

David Hicks

IV. ORGANIZATIONAL REVIEW/APPROVAL

Principal Dan Ford *[Signature]* 7-1-14
NAME SIGNATURE DATE OF APPROVAL
 School Operations Mike Mattingly *[Signature]* 7.3.14
NAME SIGNATURE DATE OF APPROVAL
 Superintendent _____ _____ _____
NAME SIGNATURE DATE OF APPROVAL
 Board President _____ _____ _____
NAME SIGNATURE DATE OF APPROVAL

*Reference Policy FMG (L)

Beth Hughes

Joshua Boring, Class of 2016

Sept. 16-18

Denton High 1B



Congratulations on the selection of you and your student to participate in the Civics Renewal Network's Constitution Day program on September 17, 2014, in Washington, D.C. Partner organizations in the Civics Renewal Network have chosen one middle school or high school student from each of the 50 states and the District of Columbia to be recognized for an exemplary civic project. We are very excited about this new opportunity to showcase students' projects and highlight the importance of civics education in schools.

The Civics Renewal Network is an alliance of 26 nonprofit, nonpartisan organizations committed to strengthening civic life in the United States by increasing the quality of civics education in our nation's schools and by improving teachers' accessibility to high-quality, no-cost learning materials through its website, www.CivicsRenewalNetwork.org.

The highlight of the day's events will be your visit to Capitol Hill, where your student will present and discuss his or her project with a member of Congress from your state.

Several other events are planned:

- Dinner at the hotel with Close Up Foundation staff, Civics Renewal Network staff, Tuesday, September 16
- Capitol Hill prep session for students, after dinner Tuesday.
- Review of schedule and logistics for teachers, after dinner Tuesday.
- Reading of the Preamble to the Constitution at the U.S. Capitol as part of the Civics Renewal Network's nationwide Preamble Challenge. Students and teachers participate.
- Citizenship ceremony in the National Archives' Rotunda, where the Charters of Freedom are located. Students observe.
- American Academy of Arts and Sciences panel discussions. Teachers observe.
- Visits to the Newseum, Supreme Court and the Library of Congress. Students and teachers
- Dinner at the Newseum to celebrate the Constitution and civics education. Students and teachers

CLOSE UP FOUNDATION

The Civics Renewal Network is working with the Close Up Foundation, which has provided experiential education for schools and youth organizations since 1971, to assist with programming and supervision of the students while they are in Washington. Close Up will be in charge of students and teachers from the time of their arrival on Sept. 16 until they depart on Sept. 18. Close Up will contact you to enroll at its website so you can receive online information, including a schedule, medical forms, video/photo release forms, safety and security policies, hotel information. Packets also will be mailed to your home address.

Close Up will provide:

- Transportation between the airport/train station and the hotel
- Bus transportation among the Constitution Day events
- 24/7 supervision; night monitors in the hotel hallways
- Double rooms in a D.C.-area hotel for students
- Single rooms in a D.C.-area hotel for teachers
- Prep session for the visit to the Capitol

CIVICS RENEWAL NETWORK

- Medical access to the Georgetown Pediatric Center

TRAVEL AND EXPENSES

The Annenberg Public Policy Center of the University of Pennsylvania will pay all reasonable costs related to the program from Sept. 16 to Sept. 18, 2014. Please coordinate travel plans with your student and book your flights by July 18 in order to secure the best fares.

Flights: When you are ready to book your flight, please contact World Travel at **1-888-641-9112**. You will be asked to provide an “approver” email address – which is appctravel@asc.upenn.edu. Flights booked through World Travel will be billed directly to our account. If you prefer to book your own flight and submit for reimbursement after your trip, please be advised that the University of Pennsylvania is only able to reimburse the cost of coach or economy class travel.

Train: Please make your own arrangements and submit receipts for reimbursement. Keep in mind that the University of Pennsylvania will not reimburse for first-class train travel.

Driving: We will reimburse mileage to and from Washington, D.C., at a rate of 56 cents per mile. Parking will be reimbursed upon provision of **original receipts**.

If you are taking the bus, train, or plane, try to schedule your arrival in the afternoon to facilitate pickup by Close Up staffers. On your return trip, try to schedule a morning departure so Close Up can organize your trip to the airport, train or bus station.

Parking and meal costs, up to the federal per diem, that are incurred while teachers and students are traveling Sept. 16 and 18 also will be covered. A reimbursement form with instructions will be included in a packet of information that will be mailed to you later this summer. **Important:** Only original, itemized receipts will be accepted for reimbursement. All meals will be provided while the students and teachers are in Washington for the program. **(Please let us know of any food allergies or dietary restrictions.)**

CAPITOL HILL VISITS

These will be “zero-tech” presentations at the offices of one of your congressional representatives. Do not bring laptops, tablets, flash drives, or any other devices as you will be traveling to events all day and evening and the security of these items cannot be guaranteed. Also Internet or computer access isn’t a certainty at the congressional offices.

Students should be prepared to discuss their project for 4 to 5 minutes and answer questions during the visit, which will last about 15 to 20 minutes.

Before the meeting, we will provide your student with a template information sheet to be filled out about his or her project. This sheet will be available to the student on Constitution Day as a printout, which the student can leave at the congressional office. A printed draft statement about the visit to be read into the Congressional Record will also be provided. Details about these forms will be sent later.

CIVICS RENEWAL NETWORK

QUESTIONS

We are excited about our Constitution Day program and are looking forward to hosting you and your student in September. If you have any questions, please do not hesitate to contact:

Ellen Iwamoto, Annenberg Public Policy Center of the University of Pennsylvania.
215-898-5233. eiwamoto@asc.upenn.edu.

Lauren Smith, Outreach coordinator, Close Up Foundation.
703-706-3344, lsmith@closeup.org

CIVICS RENEWAL NETWORK

American Bar Association - Annenberg Public Policy Center - Annenberg Learner - Bill of Rights Institute - Center for Civic Education - Center on Congress at Indiana University - The Constitutional Sources Project - Constitutional Rights Foundation - Constitutional Rights Foundation Chicago - Dirksen Congressional Center - Edward M. Kennedy Institute for the United States Senate - George Washington's Mount Vernon - Gilder Lehrman Institute of American History - iCivics - James Madison Memorial Fellowship Foundation - Library of Congress - National Archives and Records Administration - National Constitution Center - National Endowment for the Humanities, EDSITEment Project - National History Day - Newseum - Rock the Vote - Share My Lesson - Street Law - U.S. Courts - What So Proudly We Hail