



26920 Pioneer Highway, Stanwood, WA 98292-9548
360-629-1200
www.stanwood.wednet.edu

MEMORANDUM

TO: Board of Directors
DATE: April 17, 2018
FROM: Jean Shumate
RE: Approval of Elger Bay Elementary Outdoor Education Field Trip
TYPE: Action Required

Grade 5 students from Elger Bay Elementary have the opportunity to attend outdoor/environmental education camp June 4 through June 6, 2018, at Camp Orkila, on Orcas Island.

Upon the approval by the Board, approximately 52 students in 5th grade would attend the overnight learning experience. Individual fees and PTO fundraising activities have subsidized the cost of the camp.

RECOMMENDATION:

That the Board approves the Elger Bay Elementary Outdoor Education Field Trip at Camp Orkila, June 4-6, 2018, Orcas Island, Washington.

MAR 30 2018



STANWOOD-CAMANO
SCHOOL DISTRICT

NON-LOCAL, OVERNIGHT & EXTENDED FIELD TRIP APPLICATION
(To be completed by Teacher/Advisor)

School Elger Bay Elementary Today's Date 3-30-18

Individuals/Group Involved 5th Grade Class Number of Students 52

Activity Camp Orkila - Outdoor Education

Destination Orcas Island

Departure Date June 4, 2018 Return Date June 6, 2018

Accommodations: Cabins

Source of Revenue: Individual Cost

Fundraising Activities PTA

Individual Student Cost \$145.⁰⁰ (after fund raiser) Total Group Cost 10,040

Insurance (special coverages) _____

Purpose of Trip (include educational value) Environmental Education and Awareness

Has this trip been previously taken? yes If yes, when? 2013 - 2017

List of chaperones and students MUST be attached to this form. (Chaperones must be of each gender if students of each gender are attending.)

- _____ 1. Additional information needed: _____
- _____ 2. Insurance coverage to be arranged through the insurance office.
- _____ 3. Parent permission and medical authorization forms go to principal.
- _____ 4. All district employees need to submit a travel request form.
- _____ 5. Notify school nurse.

[Signature] Signature of Initiator [Signature] Signature of Building Principal

For Administration Use Only:

Board approval needed. Will be submitted on April 17, 2018 [Signature]
 Approved

Superintendent or Designee Signature Date