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## MEMORANDUM

**TO:** Board of Directors

**DATE:** April 17, 2018

**FROM:** Jean Shumate

**RE:** Approval of Twin City Elementary Outdoor Education Field Trip

**TYPE:** Action Required

Grade 5 students from Twin City Elementary have the opportunity to attend outdoor/environmental education camp April 30 through May 2, 2017, at Camp Seymour, Gig Harbor. The program focuses on the study of marine science, water cycle systems, reptiles, plant and animal adaptations and food chains.

Upon the approval by the Board, approximately 58 students in the 5<sup>th</sup> grade would attend the overnight learning experience with staff and chaperones. Individual fees and PTA fundraising activities have subsidized the cost of the camp.

### **RECOMMENDATION:**

*That the Board approves the Twin City Elementary Outdoor Education Field Trip at Camp Seymour, April 30-May 2, 2018, Gig Harbor, Washington.*



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

School TWIN CITY ELEM. Today's Date 27, FEB. 20, 2018  
 Individuals/Group Involved TCE 5<sup>TH</sup> GRADE Number of Students 58 ✓  
 Activity OUTDOOR EDUCATION  
 Destination (CAMP SEYMOUR) 2725 CRAMER RD. GIG HARBOR WA. 9832  
 Departure Date APRIL 30<sup>TH</sup> (MON) 9:10 A.M. Return Date MAY 2<sup>ND</sup> (WED) 3:00 P.M.  
 Accommodations: CAMP SEYMOUR CABINS & OTHER FACILITIES  
 Source of Revenue: JOB-A-TION + MONTHLY INSTALLMENTS OF \$20.00 PER FAMILY/STUDENT  
 Fundraising Activities JOB-A-TION  
 Individual Student Cost \$160.00 (\$136.00 FEE + REDUCED + PITTSBURGH) Total Group Cost \_\_\_\_\_  
 Insurance (special coverages) CAMP SEYMOUR HAS BEEN PROVIDED W/ DIST. INS. INFO  
 Purpose of Trip (include educational value) OUTDOOR EDUCATION (SEE ATTACHED) MARINE SCIENCE, H<sub>2</sub>O CYCLE, SYSTEMS, COOL JETTING, REPTILES, PLANT & ANIMAL ADAPTATIONS, FOOD CHAIN  
 Has this trip been previously taken? YES If yes, when? (YEARLY SINCE 1992)

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.

Craig B. Kelley  
Signature of Initiator

Jennifer Ath  
Signature of Building Principal

For Administration Use Only:

Board approval needed. Will be submitted on April 17, 2018 (JP)  
 Approved

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Superintendent or Designee Signature Date