


# Stanwood Camano School District

TO: BOARD OF DIRECTORS

FROM: STEVE LIDGARD, EXECUTIVE DIRECTOR – BUSINESS SERVICES 

SUBJECT: CEDARHOME ELEMENTARY SCHOOL – CAMP ORKILA

DATE: DECEMBER 5, 2017

TYPE: ACTION NEEDED

Attached is a contract with YMCA of Greater Seattle for Camp Orkila, located on Orcas Island.

Cedarhome Elementary is planning to hold its fifth grade outdoor education camp at this facility on June 4, 5 and 6, 2018.

The memo from Principal Jeff Lofgren explains the details of this activity.

#### Recommendation:

We recommend the board move to approve the Cedarhome Elementary School facility use contract with the YMCA of Greater Seattle for the fifth grade outdoor education learning experience camp on June 4, 5 and 6, 2018.



## Cedarhome Elementary

*"Home of the Grizzlies"*

27911 68th Ave NW  
Stanwood, WA 98292  
360 629-1280

Mr. Jeff Lofgren, Principal  
jlofgren@stanwood.wednet.edu  
Fax: 360 629-1289

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November 20, 2017

Dear Stanwood/Camano School Board Members.

For a number of years now, our fifth grade students have enjoyed the opportunity to attend Camp Orkila on beautiful Orcas Island. The camp has provided our students, staff and parents with countless memories and glimpse into how our eco-systems work in harmony to maintain the beauty we see all around us.

This year, our students will enjoy Camp Orkila on June 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup>. Each year, our students are treated to wonderful educational experiences taught by the well qualified camp staff. We have seen students that struggle in the school environment shine at Camp Orkila, with some even taking on leadership roles.

The students are kept busy from the moment they arrive at camp. They learn skills and information that will stay with them for a lifetime. We look forward to another great experience in June of 2018.

If you have any questions please feel free to give me a call at 360.629.1280 ext. 2401

Sincerely,

Mr. Jeff Lofgren, Principal  
Cedarhome Elementary

**YMCA of Greater Seattle  
Camp Orkila - Group Use Agreement**

Business Office: 206-382-5009  
Fax: 206-382-4920

YMCA Camping Services  
909 Fourth Ave.  
Seattle, WA 98104

Date of Agreement: November 8, 2017  
Program Director Name: Christy Shiers  
Camp Orkila Phone: 360-376-2678

**Group Name:** Cedarhome - 2018, Spring

**Contact Person:** Amy Kelley

**Address:** 27911 68th Ave NW  
Stanwood WA 98292

**Phone (wk):** 360-629-1280      **Fax:** 360-629-1289

**e-mail:** akelley@stanwood.wednet.edu

**Group Number:** ORK3655    **Group Type:** Outdoor Environmental Educ

**Arrival**  
06/04/18

**First Meal**  
Dinner

**Departure**  
06/06/18

**Last Meal**  
Lunch

**# of Meals:** 6

**Expected Group Size:** 124

**Maximum group size (based on facilities reserved):**

**Guaranteed minimum expected group size (the number for which payment is required):** 111

**Estimate of expected group fees:**

Qty.	Description	Unit Price	Total
1	Scholarship	(\$400.00)	(\$400.00)
2	Roundtrip Bus	\$240.00	\$480.00
248	OEE Program, Housing, Meals	\$74.00	\$18,352.00
<b>SubTotal:</b>			<b>\$18,432.00</b>
<b>Total Expected Group Fees:</b>			<b>\$18,432.00</b>
<b>Nonrefundable Deposit:</b>			<b>\$2,000.00</b>

**Deadlines:**

**Two weeks after agreement date (November 22, 2017):** Submit signed agreement and deposit.  
**30 days prior to visit (May 5, 2018):** Confirm estimated group size with director.  
**30 days after receipt of final invoice:** Submit final payment.

**Deposit:** Your nonrefundable deposit is required to confirm your reservation. This deposit will be applied to your final invoice. Send deposit, along with a signed copy of this agreement to the YMCA Camping Services Office (address above) within two weeks of the agreement date. Your reservation is not complete until your signed agreement and deposit are received in the Camping Services Office.

**Cancellation:** If your group cancels after the signed agreement has been submitted to Camping Services, you will forfeit your deposit or be responsible for 50% of the guaranteed minimum - whichever is greater. If your group cancels within 30 days of the arrival date, you will be responsible for 90% of the confirmed group participants.

In signing this agreement, the Group agrees to abide by the above conditions, the Camp Policies (enclosed), and to accept financial responsibility for loss or damage to camp facilities and equipment resulting from maliciousness, misuse or negligence.

YMCA Camp Orkila \_\_\_\_\_ Date

**Christy Shiers**

Camp Orkila Program Director

*Jeff Lofgren* 11/20/17  
Group Contact Signature \_\_\_\_\_ Date

**Jeff Lofgren**  
Group Contact Printed Name