



Feb. 25 2018

# NON-LOCAL, OVERNIGHT & EXTENDED FIELD TRIP APPLICATION

(To be completed by Teacher/Advisor)


School Stanwood High School Today's Date 1/18/18  
 Individuals/Group Involved Stanwood FFA Number of Students 6  
 Activity Richland High FFA Floral CDE  
 Destination Richland High School  
 Departure Date 3/9/18 Return Date 3/10/18  
 Accommodations: Best Western Plus, Kennewick, WA  
 Source of Revenue: ASB and CTE  
 Fundraising Activities: Floriculture and Plant Sales  
 Individual Student Cost own meals Total Group Cost \_\_\_\_\_  
 Insurance (special coverage) \_\_\_\_\_  
 Purpose of Trip (including educational value) Study and practice skills in floriculture and nursery landscape careers. Preparation to participate in the FFA State activities

Has this trip been previously taken? yes If yes, when? previous year

**List of chaperones and students MUST be attached to this form.** (Chaperones must be of each gender if students of each gender 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 travel request form. \_\_\_\_\_
5. Notify school nurse. \_\_\_\_\_

\_\_\_\_\_  
Signature of Initiator

  
\_\_\_\_\_  
Signature of Building Principal

**For Administration Use Only:**

School Board approval needed. Will be submitted on February 6, 2018  
 \_\_\_\_\_ Approved

\_\_\_\_\_  
Superintendent or Designee Signature

\_\_\_\_\_  
Date