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MEMORANDUM

TO: Board of Directors
DATE: July 3, 2018
FROM: Jean Shumate
RE: Stanwood High School Yearbook Field Trip
TYPE: Action Required

The Stanwood High School Yearbook Advisor and nine (9) students request to attend the Yearbook Camp, July 13 through July 16, 2018, at the University of Puget Sound in Tacoma.

This event is funded by yearbook sales.

RECOMMENDATION:

That the Board approves the Stanwood High School Yearbook Camp Field Trip, July 13-16, 2018, in Tacoma.

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

School Stanwood High School Today's Date 6/1/18
 Individuals/Group Involved Yearbook Number of Students 9
 Activity Yearbook Camp
 Destination Tacoma (University of Puget Sound)
 Departure Date 7/13/18 Return Date 7/16/18
 Accommodations: Included in registration (Dorms)
 Source of Revenue: Yearbook sales ASB
 Fundraising Activities Yearbook Sales
 Individual Student Cost 385⁰⁰ Total Group Cost 3,850⁰⁰
 Insurance (special coverages) N/A

Purpose of Trip (include educational value) collaboration with other yearbook students and advisors as well as attend workshops

Has this trip been previously taken? yes If yes, when? 2015-2017

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 of Initiator


Signature of Building Principal

For Administration Use Only:

Board approval needed. Will be submitted on 7/3/18
 Approved

Superintendent or Designee Signature Date