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MEMORANDUM

TO: Board of Directors
DATE: March 6, 2018
FROM: Jean Shumate
RE: Stanwood Middle School Field Trip
TYPE: Action Required

Stanwood Middle School, Career and Technical Education (CTE) - Technology Student Association (TSA) request to attend their first Washington TSA State Conference. The students will be able to demonstrate technical and leadership skills. The TSA State Conference, March 22 through March 24, 2018, will be held at the Doubletree Seatac Hotel.

RECOMMENDATION:

That the Board approves the Stanwood Middle School TSA student field trip to the 2018 Washington TSA State Conference, March 22-24, 2018, in Seatac.

RECEIVED

2018
Instruction

FEB 27 2018



STANWOOD-CAMANO
SCHOOL DISTRICT

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

School Stanwood Middle School Today's Date 2-12-18

Individuals/Group Involved SMS TSA Number of Students approx. 6

Activity TSA State Competition WA Technology student Assoc.

Destination SeaTac / Double Tree Hotel

Departure Date 3-22-18 Return Date 3-24-18

Accommodations: Double Tree Hotel

Source of Revenue: TSA - ASB Account

Fundraising Activities Woodfest this spring

Individual Student Cost \$285/student Total Group Cost _____

Insurance (special coverages) —

Purpose of Trip (include educational value) See attached flyer to demonstrate technical & leadership skills

Has this trip been previously taken? no If yes, when? n/a

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 March 6, 2018 [Signature]
 Approved

Superintendent or Designee Signature _____ Date _____