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## MEMORANDUM

**TO:** Board of Directors  
**DATE:** May 15, 2018  
**FROM:** Jean Shumate  
**RE:** Approval of Cedarhome Elementary Outdoor Education Field Trip  
**TYPE:** Action Required

Grade 5 students from Cedarhome Elementary have the opportunity to attend outdoor/environmental education camp June 4 through June 6, 2018, at Camp Orkila, on Orcas Island.

Upon the approval by the Board, approximately 82 students in 5th grade would attend the overnight learning experience. PTO fundraising activities have subsidized the cost of the camp.

**RECOMMENDATION:**

*That the Board approves the Cedarhome Elementary Outdoor Education Field Trip at Camp Orkila, June 4-6, 2018, Orcas Island, Washington.*



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

School Cedarhome Elem Today's Date 5-9-18

Individuals/Group Involved 5<sup>th</sup> grade staff, students, parents Number of Students 72

Activity Outdoor Education

Destination Orcas Island - Camp Arkila

Departure Date June 4, 2018 Return Date June 6, 2018

Accommodations: \_\_\_\_\_

Source of Revenue: Candy Sales, jog-a-thon

Fundraising Activities Candy Sales, jog-a-thon

Individual Student Cost \$148.00 Total Group Cost \_\_\_\_\_

Insurance (special coverages) \_\_\_\_\_

Purpose of Trip (include educational value) Science standards

Has this trip been previously taken? yes If yes, when? The past 20 years

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.

Lee Symborski  
Signature of Initiator

Jeff Nelson  
Signature of Building Principal

For Administration Use Only:

Board approval needed. Will be submitted on May 15, 2018 (JP)  
\_\_\_\_\_ Approved

Superintendent or Designee Signature

Date