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## MEMORANDUM

**TO:** Board of Directors

**DATE:** September 19, 2017

**FROM:** Jean Shumate

**RE:** Approval of Stanwood Elementary Outdoor Education Field Trip

**TYPE:** Action Required

Grade 5 students from Stanwood Elementary have the opportunity to attend outdoor/environmental education camp October 4 through October 6, 2017, at YMCA Camp Seymour in Gig Harbor.

Upon the approval by the Board, approximately 65 students in 5th grade would attend the overnight learning experience. Individual fees and PTO fundraising activities have subsidized the cost of the camp.

**RECOMMENDATION:**

*That the Board approves the Stanwood Elementary Outdoor Education Field Trip at YMCA Camp Seymour, October 4-6, 2017, Gig Harbor, Washington.*



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

School Stanwood Elementary Today's Date 4-13-17

Individuals/Group Involved 5<sup>th</sup> Grade Number of Students 65-70

Activity outdoor & environmental education

Destination Ymca Camp Seymour 9725 Cramer Rd KPN, Gig Harbor, WA 98329

Departure Date Oct 4, 2017 Return Date Oct 6, 2017

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

Source of Revenue: \_\_\_\_\_

Fundraising Activities PTD & parent contribution

Individual Student Cost 125.<sup>00</sup> Total Group Cost 9375.<sup>00</sup>

plus teacher stipend

Insurance (special coverages) District Policy

Purpose of Trip (include educational value) \_\_\_\_\_

outdoor & environmental education

Has this trip been previously taken? yes If yes, when? annually

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.

Jennifer McFall  
Signature of Initiator

[Signature]  
Signature of Building Principal

For Administration Use Only:

Board approval needed. Will be submitted on September 19, 2017 (JP)  
 Approved

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