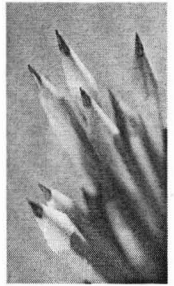


Stanwood-Camano School District  
26920 Pioneer Hwy.  
Stanwood, WA 98292



## INSTRUCTIONAL SERVICES

**Lloy Schaaf**

Assistant Superintendent of Teaching and Learning

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### Memorandum

**To:** Stanwood-Camano School Board of Directors  
**Fr:** Lloy Schaaf, Ed.D. *ms*  
**Re:** Travel Request for Chris Carlson and the FFA Natural Resource team  
**Date:** April 6, 2010

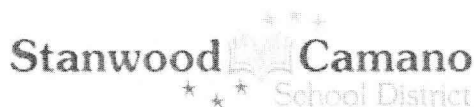
The Stanwood High School (FFA) Future Farmers of America Resource team would like to attend Asotin County Fair Livestock and Meats Career Development Events.

Chris Carlson and nine students are requesting to travel to Pullman, Washington on April 22, and returning on April 23, 2010. They will be staying at the Ameristay Inn in Moses Lake. This educational competition has been attended for the last five years.

Recommendation: That the Stanwood-Camano School District Board of Directors approves the above listed overnight field trip for Stanwood High School FFA Natural Resource team.

Thank you.

/tah



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

School Stanwood High School Today's Date 3/11/10

Individuals/Group Involved FFA Natural Resources Number of Students \_\_\_\_\_

Activity Asotin County Fair Livestock & Meats CDE

Destination Pullman

Departure Date 4/22/10 Return Date 4/23/10

Accommodations: Ameristay Inn Moses Lake

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

Fundraising Activities: \_\_\_\_\_

Individual Student Cost \_\_\_\_\_ Total Group Cost \_\_\_\_\_

Insurance (special coverage) \_\_\_\_\_

Purpose of Trip (including educational value) Educational Competition

Has this trip been previously taken? Yes If yes, when? The last 5 years.

**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 \_\_\_\_\_

\_\_\_\_\_ Approved

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