

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



INSTRUCTIONAL SERVICES

Lloy Schaaf

Assistant Superintendent of Teaching and Learning

Memorandum

To: Stanwood-Camano School Board of Directors

Fr: Lloy Schaaf, Ed.D. *LS*

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 State Livestock Career Development Events.

Chris Carlson and nine students are requesting to travel to Spokane, Washington on May 4, and returning on May 5, 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.

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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 State Livestock CDE

Destination Spokane

Departure Date 5/4/10 Return Date 5/5/10

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 _____