

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. *msf*

**Re:** Travel Request for Darryl Main and FFA Ag. Mechanics Team

**Date:** April 6, 2010

The Stanwood High School Future Farmer of America (FFA)/Agriculture Mechanics team along with chaperone Darryl Main would like to attend the State FFA/Agriculture Mechanics Contest in Walla Walla, Washington. This competition has been attended for the past 36 years.

Darryl Main and seven students will travel to Walla Walla to compete, on Tuesday April 20, and return on Wednesday April 21, 2010. They will be staying at the Walla Walla Super 8 Motel.

Recommendation: That the Stanwood-Camano School District Board of Directors approves the above listed overnight field trip for Stanwood High School FFA/Ag. Mechanics 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 3/9/10  
 Individuals/Group Involved FFA Ag. Mechanics Team Number of Students 7  
 Activity State Ag. Mechanics Contest  
 Destination Walla Walla, WA  
 Departure Date April 20, 2010 Return Date April 21, 2010  
 Accommodations: Walla Walla Super 8 Motel  
 Source of Revenue: \_\_\_\_\_  
 Fundraising Activities: \_\_\_\_\_  
 Individual Student Cost \_\_\_\_\_ Total Group Cost \_\_\_\_\_  
 Insurance (special coverage) \_\_\_\_\_  
 Purpose of Trip (including educational value) State Contest

Has this trip been previously taken? Yes If yes, when? Every year for the past 36 yrs.

**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.

Daryl Mair  
Signature of Initiator

Kevin Lambese  
Signature of Building Principal

**For Administration Use Only:**

\_\_\_\_\_ School Board approval needed. Will be submitted on \_\_\_\_\_  
 \_\_\_\_\_ Approved

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