

Stanwood Camano

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INSTRUCTIONAL SERVICES

Lloy Schaaf

Assistant Superintendent of Teaching and Learning

Memorandum

To: Stanwood-Camano School Board of Directors

Fr: Lloy Schaaf, Ed.D.

Re: Travel Request for Stanwood High School Horticulture Team

Date: November 6, 2012

The Stanwood High School agriculture team attended the 2012 National Future Farmers of America (FFA) Convention in Indianapolis, Indiana. The timing of the competition necessitated approval for the trip prior to the next board meeting on November 6, 2012.

Daryl Main and chaperones took nine Horticulture Team students to compete at this event. They departed on October 20, and returned October 27, 2012. The team stayed at the Marriott Indianapolis North. Fundraisers and prime rib dinner covered the cost of this trip.

RECOMMENDATION:

That the Stanwood-Camano School District Board of Directors approves the above listed overnight/out of state field trip for Stanwood High School Horticulture Team.



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

School Stanwood High School Today's Date May 22, 2012

Individuals/Group Involved FFA Ag. Mechanics Team Number of Students 9

Activity National FFA Convention

Destination Indianapolis, IN

Departure Date 10/20/12 Return Date 10/27/12

Accommodations: Indianapolis Marriott North

Source of Revenue: Ag. Mechanics

Fundraising Activities: Fundraisers, Prime Dinner Auction

Individual Student Cost \$1,100.00 Total Group Cost \$11,000.00

Insurance (special coverage) _____

Purpose of Trip (including educational value) Ag. Mechanics & Ag. Sales Team Competing at Nationals.

Has this trip been previously taken? Yes If yes, when? Last year

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 11-6-12
Approved _____

Superintendent or Designee Signature Date