

# Stanwood Camano

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## 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. 

**Re:** Stanwood High School Boys Basketball


**Date:** November 6, 2012

The Stanwood High School Basketball team would like to attend a basketball tournament in Vancouver, Washington.

Coaches Zach Ward, Harlan Roberson and 13 players are requesting to travel to Vancouver, on November 30, and returning on December 2, 2012. They will be staying at the Marriott Spring Hill Suites. The ASB account will cover the cost of the trip.

**RECOMMENDATION: That the Stanwood-Camano School District Board of Directors approves the above listed overnight field trip for the Stanwood High School Basketball team.**

/tah

Stanwood  Camano  
\*\*\* 509.476.0000

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

School Stanwood High School Today's Date 10-15-12

Individuals/Group Involved Boys Basketball Number of Students 13

Activity Regular Season - Non-League Games

Destination Vancouver, WA

Departure Date 11/30/12 Return Date 12/2/12

Accommodations: Marriott Spang Hill Seattle

Source of Revenue: ASB Account

Fundraising Activities —

Individual Student Cost — Total Group Cost \$1,400<sup>00</sup> est

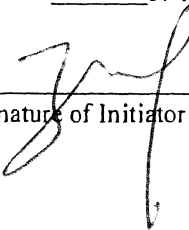
Insurance (special coverages) —

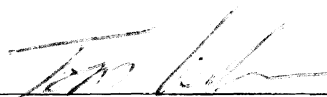
Purpose of Trip (include educational value) Non-League Game

Has this trip been previously taken? NO If yes, when? —

**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.

  
Signature of Initiator

  
Signature of Building Principal

For Administration Use Only:

Board approval needed. Will be submitted on November 6, 2012 (see)  
 Approved

Superintendent or Designee Signature

Date