

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: Approval of Stanwood High School Technology Student Association State Officers Spring Conference

Date: December 18, 2012

The Stanwood High School Technical Student Association (TSA) officers, Jack Lund and Mason Garcea along with chaperone Ross Short would like to attend the Washington Industrial Technology Spring Conference.

The chaperones and the 2 TSA officers will travel to Wenatchee, Washington on Thursday March 14, and return on Saturday March 16. They will be staying at the Wenatchee Center. Washington TSA will cover the student's expenses for this trip.

RECOMMENDATIONS

That the Stanwood-Camano School District Board of Directors approves the above listed overnight field trip for Stanwood High School TSA State Officers.

Stanwood Camano

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

School Stanwood High School Today's Date 11/28/12

Individuals/Group Involved TSA State Officers Number of Students 2

Activity WITEA Spring Conference

Destination Wenatchee Center Hotel & Conference Center

Departure Date 3/14/13 Return Date 3/16/13

Accommodations: Coast Wenatchee Center Hotel

Source of Revenue: WTSA to cover all student costs

Fundraising Activities _____

Individual Student Cost 0 Total Group Cost 0

Insurance (special coverages) _____

Purpose of Trip (include educational value) Jack Lund and Mason Garcea will be representing TSA as state officers. They will be talking with instructors from around the state, presenting a session, and developing their leadership skills.

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 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 December 18, 2012
 Approved

Superintendent or Designee Signature

Date