



INSTRUCTIONAL SERVICES

Lloy Schaaf

Assistant Superintendent of Teaching and Learning

Memorandum

To: Stanwood-Camano School Board of Directors

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

Re: Approval of Stanwood High School Technology Student Association/ State Officer Training

Date: May 7, 2013

The Stanwood High School Technical Student Association (TSA) officer, Jack Lund, would like to attend the Washington State Career and Technical Student Organization Start Officer Training. This will prepare the newly elected officer to fulfill his duties and develop leadership skills.

Chaperone, Ross Short and TSA officer Jackson Campbell will travel to Grand Mound, Washington on Wednesday May 29, and return on Friday May 31, 2013. They will be staying at the Great Wolf Lodge. 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.



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

School Stanwood High School Today's Date 4/15/13

Individuals/Group Involved TSA State Officers Number of Students 1 - Jackson Campbell

Activity Washington State CTSO State Officer Training

Destination Great Wolf Lodge

Departure Date 5/29/13 Return Date 5/31/13

Accommodations: Great Wolf Lodge

Source of Revenue: Washington TSA to cover costs

Fundraising Activities _____

Individual Student Cost 0 Total Group Cost 0


Insurance (special coverages) _____

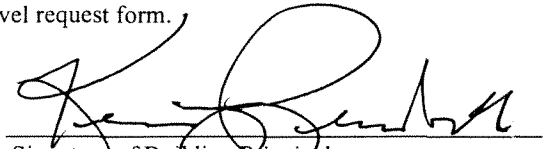
Purpose of Trip (include educational value) Students to gain leadership experience and full fill duties of being a state officer.

Has this trip been previously taken? ~~No~~ 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 _____
_____ Approved

Superintendent or Designee Signature Date