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## MEMORANDUM

**TO:** Board of Directors  
**DATE:** January 19, 2016  
**FROM:** Jean Shumate  
**RE:** Stanwood High School FFA Agricultural Mechanics Field Trip  
**TYPE:** Action Required

Darryl Main, Career and Technical Education Instructor, requests to take 7 students to the 2016 State Agricultural Mechanics Career Development Event April 13-14, 2016, Moses, Washington. The Stanwood High School FFA students will compete at the state contest.

**RECOMMENDATION:**

*We recommend that the Board approve the overnight field trip for Stanwood High School FFA Agriculture Mechanics Team, April 13-14, 2016.*



# NON-LOCAL, OVERNIGHT & EXTENDED FIELD TRIP APPLICATION

(To be completed by Teacher/Advisor)

*Received 12/18/15 js*

School Stanwood High School Today's Date ~~Dec. 3, 2015~~

Individuals/Group Involved FFA Agricultural Mechanics Team Number of Students 7

Activity 2016 State Agricultural Mechanics CDE

Destination Columbia Basin Technical Skill Center in Moses Lake

Departure Date April 13, 2016 Return Date April 14, 2016

Accommodations: Ameristay Inn

Source of Revenue: Agricultural Mech Club & FFA ASB

Fundraising Activities: Metal Projects, Engine Repair, Various Fundraisers

Individual Student Cost -0- Total Group Cost \$756.86 Food/Hotel

Insurance (special coverage) \_\_\_\_\_

Purpose of Trip (including educational value) State Contest

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.

*Daryl Mann*  
Signature of Initiator

*Ken Beak*  
Signature of Building Principal

For Administration Use Only:

School Board approval needed. Will be submitted on January 19, 2016 JP  
Approved

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

\_\_\_\_\_  
Date