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MEMORANDUM

TO: Board of Directors
DATE: January 19, 2016
FROM: Jean Shumate
RE: Stanwood High School FFA Nursery Landscape and Floral Field Trip
TYPE: Action Required

Mike Hougan, Career and Technical Education FFA Floriculture and Nursery Landscape Instructor, requests to take 8 students to participate in the FFA Career Development Events for Floriculture and Nursery Landscape February 5-6, 2016, at Kennewick and Quincy, Washington. They will be staying at the Best Western Hotel in Moses Lake, Washington. The Stanwood High School FFA students will study and practice skills in preparation to participate at the State competitions.

RECOMMENDATION:

We recommend that the Board approve the overnight field trip for Stanwood High School FFA Floriculture/Nursery Landscape Overnight February 5-6, 2016.



NON-LOCAL, OVERNIGHT & EXTENDED FIELD TRIP APPLICATION

(To be completed by Teacher/Advisor)

Received 1/12/16 JB

School Stanwood High School Today's Date 1/04/16

Individuals/Group Involved Stanwood FFA Number of Students 8

Activity Kennewick High FFA Nursery Landscape and Quincy Floral CDE

Destination Best Western, Lake Front Hotel - Moses Lake, WA

Departure Date 2/5/16 Return Date 2/6/16

Accommodations: Best Western Lake Frontel Hotel / Moses Lake

Source of Revenue: ASB and CTE

Fundraising Activities: Floriculture and Plant Sales

Individual Student Cost own meals Total Group Cost _____

Insurance (special coverage) _____

Purpose of Trip (including educational value) Study and practice skills in floriculture and nursery landscape careers. Prepartion to participate in the FFA State acitivities

Has this trip been previously taken? yes If yes, when? previous 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.
- x _____ 3. Parent permission and medical authorization forms go to principal.
- x _____ 4. All district employees need to submit travel request form.
- _____ 5. Notify school nurse.

[Signature]
Signature of Initiator

[Signature]
Signature of Building Principal

For Administration Use Only:

School Board approval needed. Will be submitted on January 16, 2016 JR
Approved

Superintendent or Designee Signature

Date