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## MEMORANDUM

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

AJ Brodin, Director of Bands at Stanwood High School, has requested to take 39 Wind Ensemble and Jazz Band students to San Francisco, California, April 29 through May 1, 2016, to compete in a premier world-class festival, attend a San Francisco Orchestra concert, and take side-tours to Alcatraz Prison and the Golden Gate Bridge. Britespark Travel Agency is coordinating the band trip. Band fundraisers and individual student fees will cover the costs.

**RECOMMENDATION:**

*That the Board approves the Stanwood High School band trip April 29 – May 1, 2016, to San Francisco, California.*

Stanwood Camano

**NON-LOCAL, OVERNIGHT & EXTENDED FIELD TRIP APPLICATION**

(To be completed by Teacher/Advisor)

Received 1/14/16  
~~1/7/16~~

School Stanwood High School Today's Date ~~1/14/16~~

Individuals/Group Involved SHS Wind Ensemble + Jazz Band Number of Students 39

Activity Music In The Parks Festival in San Francisco, CA / SFO Orchestra Concert

Destination San Francisco, CA

Departure Date 4/29/16 Return Date 5/1/16

Accommodations:

Source of Revenue: Candy/Pies/Car Wash/Sales/other Fundraisers TBD

Fundraising Activities 11 w/ Band Boosters

Individual Student Cost \$999.00 Total Group Cost ≈ 41,000.00

Insurance (special coverages)

Purpose of Trip (include educational value) Performance + Competition in a Premier World-class Festival; Seeing a real Orchestra in an arts Mecca (San Francisco) perform classics + a new piece commissioned by the SFO; Recruitment for Band; Awesome side trips to Alcatraz Prison/Golden Gate Bridge etc

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 January 19, 2016 JR

Approved

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

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Date