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## MEMORANDUM

**TO:** Board of Directors  
**DATE:** January 19, 2016  
**FROM:** Jean Shumate  
**RE:** Technology Student Association (TSA) State Conference  
**TYPE:** Action Required

Stanwood High School's Career & Technical Education Technology Student Association (TSA) Team requests to attend the Washington Technology Student Association 2016 State Conference, March 31 through April 2, 2016, SeaTac, Washington. Twenty-five (25) team members will demonstrate and develop their leadership and employability skills.

**RECOMMENDATION:**

*That the Board approves the TSA Team Field Trip to attend the Washington Technology Student Association 2016 State Conference, March 31-April 2, 2016, SeaTac, Washington.*



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

School Stanwood High School Today's Date 11/24/15 *Received complete 1/6/16 JB*

Individuals/Group Involved SHS TSA Members Number of Students Up to 25

Activity Technology Student Association State Conference & Competition

Destination DoubleTree SeaTac

Departure Date 3/31/15 Return Date 4/2/15

Accommodations: DoubleTree SeaTac

Source of Revenue: TSA ASB Account

Fundraising Activities Students to pay

Individual Student Cost \$285 Total Group Cost \$7,125

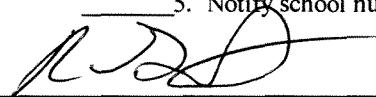
Insurance (special coverages) \_\_\_\_\_

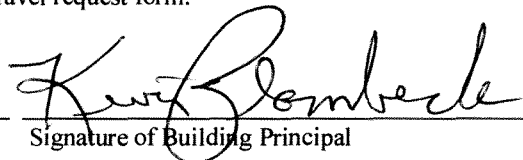
Purpose of Trip (include educational value) TSA State Conference/ Competition  
Meet State Leadership Requirements, allow students to demonstrate and develop their leadership and employability skills.

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 January 19, 2016 JR  
 Approved

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