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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 Middle School's Technology Student Association (TSA) Team requests to attend the Washington Technology Student Association 2016 State Conference, March 31 through April 2, 2016, SeaTac, Washington. There is a possibility that ten (10) team members will be eligible to attend.

RECOMMENDATION:

That the Board approves the Stanwood Middle School's 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 Middle School Today's Date 1/7/15

Individuals/Group Involved TSA-SMS Number of Students up to 10

Activity TSA State Conference / competition

Destination DoubleTree Seaside

Departure Date 3/31/16 Return Date 4/2/16

Accommodations: DoubleTree Seaside

Source of Revenue: TSA NSB acct (Technology Student Association)

Fundraising Activities Students to pay

Individual Student Cost \$285 Total Group Cost 2850

Insurance (special coverages) _____


Purpose of Trip (include educational value) TSA State Competition

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
Lara Brown


Signature of Building Principal

For Administration Use Only:

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

Superintendent or Designee Signature _____ Date _____