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MEMORANDUM

TO: Board of Directors

DATE: November 3, 2015

FROM: Jean Shumate

RE: Stanwood High School FFA Floriculture/Nursery Landscape Overnight Field Trip

TYPE: Action Required

Mike Hougan, Career and Technical Education FFA Floriculture and Nursery Landscape Instructor, requests to take 6 students to the FFA Career Development Events for Floriculture and Nursery Landscape November 6-7, 2015, at Hudson's Bay High School in Vancouver, 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 Field Trip.



NON-LOCAL, OVERNIGHT & EXTENDED FIELD TRIP APPLICATION

(To be completed by Teacher/Advisor)

* Received 10/19/15 *Beck*
Today's Date 9/21/15

School Stanwood High School

Individuals/Group Involved Stanwood FFA

Number of Students * 5 per Mike *(Hougan)*

Activity Hudson's Bay Floriculture/Nursery Landscape CDE

Destination Hudson's Bay High School - Vancouver, WA

Departure Date 11/06/15

Return Date 11/07/15

Accommodations: Holiday Inn Express - Vancouver Mall

Source of Revenue: District = Transportation and Instructor FFA = Student Hotel

Fundraising Activities: FFA

Individual Student Cost 0

Total Group Cost ~ \$1,000-

Insurance (special coverage) _____

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

Has this trip been previously taken? yes If yes, when? previous years

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 November 3, 2015
Approved

Superintendent or Designee Signature Date