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## MEMORANDUM

**TO:** Board of Directors

**DATE:** March 15, 2016

**FROM:** Jean Shumate

**RE:** Stanwood High School Family Career and Community Leaders' Field Trip

**TYPE:** Action Required

Kris Merritt, Career and Technical Education, Family and Consumer Sciences Instructor, requests to take 6 Family Career and Community Leaders of America (FCCLA) students to participate in the FCCLA State Competition March 29 – April 1, 2016, Wenatchee, Washington. They will be staying at the Best Western Chieftain and various catering functions would fund the field trip.

**RECOMMENDATION:**

*We recommend that the Board approves the overnight field trip for the FCCLA State Competition March 29-April 1, 2016, Wenatchee, Washington.*

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Instructions



STANWOOD-CAMANO  
SCHOOL DISTRICT

# NON-LOCAL, OVERNIGHT & EXTENDED FIELD TRIP APPLICATION

(To be completed by Teacher/Advisor)

School Stanwood High School Today's Date 2.22.2016  
 Individuals/Group Involved FCCLA Number of Students 6  
 Activity State FCCLA Competition  
 Destination Wenatchee, WA  
 Departure Date March 29, 2016 Return Date April 1, 2016  
 Accommodations: Best Western Chieftain  
 Source of Revenue: FCCLA fundraising  
 Fundraising Activities: SCEA Dinners, Country Living Expo, Key Communicators Catering  
 Individual Student Cost 315.00 Total Group Cost 2215.00  
 Insurance (special coverage) NA  
 Purpose of Trip (including educational value) Students to complete in State FCCLA Competition

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

*Kristine L. Merritt*  
Signature of Initiator

*Kevin Bombardieri*  
Signature of Building Principal

**For Administration Use Only:**

School Board approval needed. Will be submitted on March 15, 2016 JR  
 \_\_\_\_\_ Approved

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