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## MEMORANDUM

**TO:** Board of Directors

**DATE:** March 15, 2016

**FROM:** Jean Shumate

**RE:** Stanwood High School FFA Agricultural Mechanics Field Trip

**TYPE:** Action Required

Chris Carlson and Darryl Main, Career and Technical Education Instructors, requests to take 10 students to the North Central Washington Junior Livestock Show, March 31 through April 2, 2016, Moses Lake, Washington. The Stanwood High School FFA students will participate in the livestock show, livestock judging and meat judging.

**RECOMMENDATION:**

*We recommend that the Board approve the overnight field trip for Stanwood High School FFA Agriculture Mechanics Team, March 31 – April 2, 2016, Moses Lake, Washington.*

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Instruction

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STANWOOD-CAMANO  
SCHOOL DISTRICT

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

School SHS Today's Date 2-23-16

Individuals/Group Involved FFA Number of Students 10

Activity North Central Washington Junior Livestock Show

Destination Moses Lake, WA

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

Accommodations: Amerevistay Inn - Moses Lake

Source of Revenue: FFA Acct

Fundraising Activities Prime Rib Dinner

Individual Student Cost \$25 Total Group Cost 250<sup>00</sup>

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

Purpose of Trip (include educational value) Livestock Show, Livestock Judging, Meat Judging

Has this trip been previously taken?  If yes, when? Every year since 2000

List of chaperones and students MUST be attached to this form. (Chaperones must be of each gender if students of each gender are attending.)

Chris Carlson Darryl Mann Stacey Mann

- \_\_\_\_\_ 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]  
Signature of Initiator

[Signature]  
Signature of Building Principal

For Administration Use Only:

Board approval needed. Will be submitted on march 15, 2016 (JR)  
\_\_\_\_\_ Approved

Superintendent or Designee Signature

Date