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## MEMORANDUM

**TO:** Board of Directors  
**DATE:** March 15, 2016  
**FROM:** Jean Shumate  
**RE:** Stanwood High School Jobs for Washington Graduates Field Trip  
**TYPE:** Action Required

Geri Prater, Career Choices Instructor, requests to take 10 students to participate in The Jobs for Washington Graduates State Conference, April 18 – 19, 2016, Wenatchee, Washington.

**RECOMMENDATION:**

*We recommend that the Board approves the overnight field trip for the The Jobs for Washington Graduates State Conference, April 18-19, Wenatchee, Washington.*

RECEIVED

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Instruction

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Stanwood Camano

STANWOOD-CAMANO  
SCHOOL DISTRICT

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

School Stanwood High School Today's Date 2/18/2016

Individuals/Group Involved Jag Number of Students 9-14

Activity Jag Conference - Jobs for WA. Graduates Career

Destination Wenatchee Coastal Hotel

Departure Date 4/18/16 Return Date 4/19/16

Accommodations: Conference Center

Source of Revenue: Jag

Fundraising Activities \_\_\_\_\_

Individual Student Cost 106 Total Group Cost 954

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

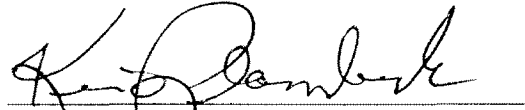
Purpose of Trip (include educational value) This is a state conference

Has this trip been previously taken?  If yes, when? Warm Beach 2015

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 March 15, 2016 @  
 Approved

Superintendent or Designee Signature

Date