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MEMORANDUM

TO: Board of Directors
DATE: April 19, 2016
FROM: Jean Shumate
RE: Approval of Elger Bay Elementary Outdoor Education Field Trip
TYPE: Action Required

Grade 5 students from Elger Bay Elementary have the opportunity to attend outdoor/environmental education camp June 6 through June 8, 2016, at Camp Orkila, Orcas Island, Washington. The program focuses on nurturing a sense of appreciation for the natural world through an understanding of ecological systems

Upon the approval by the Board, the 5th grade students would attend the overnight learning experience with staff and chaperones. PTA fundraising activities have subsidized the cost of the camp.

RECOMMENDATION:

That the Board approves the Elger Bay Elementary Outdoor Education Field Trip at Camp Orkila, June 6-8, 2016, Orcas Island, Washington.

MAR 29 2016

Stanwood Camano

Submit to _____
STANWOOD-CAMANO
SCHOOL DISTRICT

**NON-LOCAL, OVERNIGHT &
EXTENDED FIELD TRIP APPLICATION**

School Elger Bay Elementary Date 3-25-16

Individuals/Group Involved Emily Hansen / Ken Szymborski / 5th grade

Activity and Destination Outdoor Education - Orcas
Island, Wa

Length of Stay: From Monday, June 6th To: Wednesday, June 8

Accommodations: Camp Orkila

Source of Revenue:

Fundraising Activities Fun-Run, Pie Sales, Applebees (P.A.)

Individual Cost \$190 - Fund raising Total Cost _____

Insurance (special coverages) _____

Purpose of Trip (include educational value) Outdoor Education, 5th grade

Has this trip been previously taken? Yes If yes, when? 2012, 2013, 2014, 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.)

Ken Szymborski
Signature of Initiator

[Signature]
Signature of Building Principal

For Administration Use Only:

To: _____

- _____ 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.
- _____ 6. School Board approval needed. Will be submitted on _____
- _____ 7. Approved

Superintendent or Designee Signature

Date