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## MEMORANDUM

**TO:** Board of Directors  
**DATE:** April 19, 2016  
**FROM:** Jean Shumate  
**RE:** Stanwood High School FFA Livestock Judging Field Trip - Spokane  
**TYPE:** Action Required

Chris Carlson, Career and Technical Education Instructor, requests to take 6 students to the Livestock Judging Career Development Event, May 3 through May 4 2016, Spokane, Washington.


**RECOMMENDATION:**

*We recommend that the Board approve the overnight field trip for Stanwood High School FFA Livestock Judging Team, May 3-4, 2016, Spokane, Washington.*

RECEIVED

MAR 25 2016

2320 F2  
Instruction

Stanwood  Camano

STANWOOD-CAMANO  
SCHOOL DISTRICT

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

School Stanwood HS Today's Date 3-23-16

Individuals/Group Involved SHS FFA Number of Students 6

Activity State FFA Livestock Judging CDE

Destination Spokane

Departure Date 5-3-2016 Return Date 5-4-2016

Accommodations: Red Lion River

Source of Revenue: FFA

Fundraising Activities Prime Rib Dinner

Individual Student Cost \$20 Total Group Cost \$420<sup>00</sup>

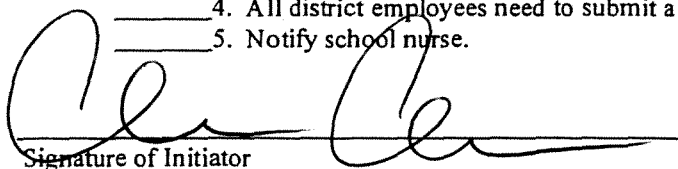
Insurance (special coverages) \_\_\_\_\_

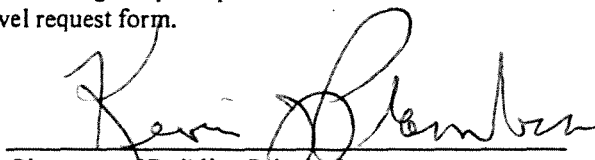
Purpose of Trip (include educational value) State Livestock Judging CDE

Has this trip been previously taken? yes If yes, when? 2000-2015

**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 April 19, 2016  
 Approved

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