



26920 Pioneer Highway, Stanwood, WA 98292-9548  
360-629-1200  
[www.stanwood.wednet.edu](http://www.stanwood.wednet.edu)

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## MEMORANDUM

**TO:** Board of Directors

**DATE:** May 17, 2016

**FROM:** Jean Shumate

**RE:** Future Business Leaders of America (FBLA) Nationals Field Trip

**TYPE:** Action Required

George Colby, Stanwood High School's Future Business Leaders of America (FBLA) advisor, requests to take four (4) students to participate at the 2016 FBLA National Competition and Leadership Conference, June 26 through July 3, 2016, in Atlanta, Georgia. The field trip is fully funded by the Stanwood High School Booster Club.

**RECOMMENDATION:**

*That the Board approves the 2016 FBLA National Competition and Leadership Conference Field Trip, June 26-July 3, 2016, Atlanta, Georgia.*

RECEIVED

MAY 05 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 High School Today's Date April 23, 2016

Individuals/Group Involved SHS FBIA Number of Students 4

Activity 2016 FBIA National Competition & Leadership Conference

Destination Atlanta, Georgia

Departure Date Sun, June 26, 2016 Return Date Sun, July 3, 2016

Accommodations: Atlanta Marriott Marquis (assigned by WA FBIA)

Source of Revenue: Individual student registrations

Fundraising Activities Winter Ball

Individual Student Cost \$850<sup>00/100</sup> / Fully Funded By Booster Club Total Group Cost \$3,400<sup>00/100</sup> -

Insurance (special coverages) N/A

Purpose of Trip (include educational value) Culminating competition and leadership conference

Has this trip been previously taken? Yes If yes, when? every year since 1994 w/ Mr. Colby

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]  
Signature of Initiator

[Signature]  
Signature of Building Principal

For Administration Use Only:

Board approval needed. Will be submitted on May 17, 2016 (OK)  
Approved \_\_\_\_\_

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