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MEMORANDUM

TO: Board of Directors

DATE: May 17, 2016

FROM: Jean Shumate

RE: Stanwood High School Advanced Culinary Education Field Trip

TYPE: Action Required

Kris Merritt, Career and Technical Education, Family and Consumer Sciences Instructor, requests to take 10 Family Career and Community Leaders of America (FCCLA) students to participate in a tour of Oregon's Culinary Institute, June 3-4, 2016, Portland, Oregon. They will be staying at the Doubletree Lloyd Center. The field trip would be funded by various catering functions.

RECOMMENDATION:

We recommend that the Board approves the overnight field trip for the FCCLA Advanced Culinary Education Students, June 3-4, 2016, Portland, Oregon.

RECEIVED

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Instruction



STANWOOD-CAMANO
SCHOOL DISTRICT

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

School Stanwood High School Today's Date 6/5/2016

Individuals/Group Involved FCCLA Number of Students 10

Activity Advanced Culinary Education and Tour of Oregon Culinary Institute

Destination Portland, Oregon

Departure Date June 3, 2016 Return Date June 4, 2016

Accommodations: Doubletree Lloyd Center

Source of Revenue: FCCLA fundraising

Fundraising Activities SCEA Dinners, Country Living Expo, Key Communicators Catering

Individual Student Cost none Total Group Cost \$1,882.00

Insurance (special coverages) NA

Purpose of Trip (include educational value) Culinary Education, tour and lunch at the Oregon Culinary Institute

Has this trip been previously taken? yes If yes, when? 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.

Kristine G. Merritt
Signature of Initiator

Kevin Blomberg
Signature of Building Principal

For Administration Use Only:

Board approval needed. Will be submitted on May 17, 2016 JK
 Approved

Superintendent or Designee Signature

Date