



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

---

## MEMORANDUM

**TO:** Board of Directors  
**DATE:** May 17, 2016  
**FROM:** Jean Shumate  
**RE:** Stanwood High School State Track Tournament Field Trip  
**TYPE:** Action Required

The Stanwood High School Track Team may qualify to compete at the 2016 State Track Tournament, May 26 through May 28, 2016, in Tacoma, Washington. We ask that you pre-approve the 2016 State Track Tournament field trip, as team or individual qualifications would be determined after this scheduled board meeting.

**RECOMMENDATION:**

*That the Board approves the Stanwood High School 2016 State Track Tournament Field Trip, May 26-28, 2016, in Tacoma, Washington.*

Stanwood  Camano  
\*\*\* School District \*\*\*

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

School Stanwood High School Today's Date 4/21/16

Individuals/Group Involved Track team Number of Students TBD

Activity State Tournament

Destination Tacoma

Departure Date 5/26/16 Return Date 5/28/16

Accommodations: Shilo Inn

Source of Revenue: General athletic

Fundraising Activities —

Individual Student Cost — Total Group Cost Approx: 2500.00

Insurance (special coverages) —

Purpose of Trip (include educational value) State Track tournament

Has this trip been previously taken? yes If yes, when? last year

**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.

Jordan Snow  
Signature of Initiator

Tom [Signature]  
Signature of Building Principal

For Administration Use Only:

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

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