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## **MEMORANDUM**

**TO:** Board of Directors  
**DATE:** May 3, 2016  
**FROM:** Jean Shumate  
**RE:** Technology Student Association (TSA) National Conference  
**TYPE:** Action Required

Stanwood High School's Career & Technical Education Technology Student Association (TSA) Team requests to attend the National Technology Student Association Conference and Competition, June 27 through July 3, 2016, Nashville, Tennessee.

### **RECOMMENDATION:**

*That the Board approves the Technology Student Association to attend the National Technology Student Association Conference, June 27-July 3, 2016, Nashville, Tennessee.*

RECEIVED

APR 01 2016

2320 F2  
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 3/31/16

Individuals/Group Involved SHS TSA Members Number of Students 8

Activity Technology Student Association National Conference & Competition

Destination Nashville, TN

Departure Date 6/27/16 Return Date 7/3/16

Accommodations: Gaylord Opryland Hotel

Source of Revenue: TSA ASB Account

Fundraising Activities Students to pay & Plaques

Individual Student Cost \$1200 Total Group Cost \$9600

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


Purpose of Trip (include educational value) TSA National Conference/ Competition


Meet State Leadership Requirements, allow students to demonstrate and develop their leadership and employability skills.

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.

  
Signature of Initiator

  
Signature of Building Principal

For Administration Use Only:

Board approval needed. Will be submitted on May 3, 2016   
Approved

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