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MEMORANDUM

TO: Board of Directors
DATE: June 21, 2016
FROM: Jean Shumate
RE: Approval of Port Susan Middle School Field Trip
TYPE: Action Required

Audrie Harrington, Advisor for the Port Susan Middle School Associated Student Body (ASB) Officers Leadership Team requests to attend Leadership Camp at the Cispus Learning Center, August 5 through August 8, 2016, Randle, Washington.

Three student officers would use large and small group activities to learn a variety of skills that will help them in their development as positive school leaders.

RECOMMENDATION:

That the Board approves the Port Susan Middle School ASB Officers Leadership Team Field Trip to Leadership Camp at Cispus Learning Center August 5-8, 2016, Randle, Washington.



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

School Port Susan Middle School Today's Date June 10, 2014
 Individuals/Group Involved Leadership team Number of Students 3
 Activity Middle Level Leadership Camp 2010
 Destination Randle, WA
 Departure Date 8/6/10 Return Date 8/8/10
 Accommodations: Dorms on Cispus Learning Center site
 Source of Revenue: ASB
 Fundraising Activities N/A
 Individual Student Cost N/A Total Group Cost \$800
 Insurance (special coverages) N/A

Purpose of Trip (include educational value) The ASB officers will use large and small group activities to learn a variety of skills that will help them in their development as positive school leaders. They will be able to plan for next year.

Has this trip been previously taken? yes If yes, when? Mrs. Campbell took the kids two or three years ago.

List of chaperones and students MUST be attached to this form. (Chaperones must be of each gender if students of each gender are attending.)

See attached

- 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.

Archie Hargton
Signature of Initiator

[Signature]
Signature of Building Principal

For Administration Use Only:

Board approval needed. Will be submitted on June 21, 2016 [Signature]
 Approved

Superintendent or Designee Signature _____ Date _____