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MEMORANDUM

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

Jeanne Kelly, Advisor for the Stanwood High School Associated Student Body (ASB) Officers Leadership Team, requests to attend the ASB Officers Mount Olympus Leadership Camp, July 12 through July 17, 2016, Randle, Washington.

The camp goals are to promote communication skills, group processes, leadership, self-awareness, and human relations skills. Three students are expected to attend the camp.

RECOMMENDATION:

That the Board approves the Stanwood High School ASB Officers Leadership Team Field Trip to Mount Olympus Leadership Camp, July 12-17, 2016, Randle, Washington.



Submit to _____

NON-LOCAL, OVERNIGHT & EXTENDED FIELD TRIP APPLICATION

(To be completed by Teacher/Advisor)

School Stanwood High School Date 6/8/2016

Individuals/Group Involved ASB officers 3 students (JP)

Activity and Destination Mt. Olympus Leadership Camp
Randle, WA SP

Length of Stay: From July 12th To: July 17th

Accommodations: Camp dorms

Source of Revenue: _____

Fundraising Activities Individual pay + ASB funds

Individual Cost _____ Total Cost _____

Insurance (special coverages) _____

Purpose of Trip (include educational value) leadership education

Has this trip been previously taken? yes If yes, when? for the past 16 years

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

Signature of Initiator Jamie Kelly

Signature of Building Principal [Signature]

For Administration Use Only:

To: _____

- _____ 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.
- 6. School Board approval needed. Will be submitted on June 21, 2016 (JP)
- _____ 7. Approved

Superintendent or Designee Signature _____