



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

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## MEMORANDUM

**TO:** Board of Directors

**DATE:** June 7, 2016

**FROM:** Jean Shumate

**RE:** Approval of Stanwood Elementary Outdoor Education Field Trip

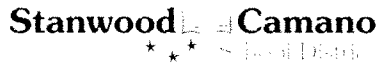
**TYPE:** Action Required

Grade 5 students from Stanwood Elementary have the opportunity to attend outdoor/environmental education camp October 5-7, 2016, at YMCA Camp Seymour in Gig Harbor, Washington.

Upon the approval by the Board, approximately 72 students in the 5<sup>th</sup> grade would attend the overnight learning experience with staff and chaperones. PTO fundraising activities have subsidized the cost of the camp.

**RECOMMENDATION:**

*That the Board approves the Stanwood Elementary Outdoor Education Field Trip at YMCA Camp Seymour, October 5-7, 2016, Gig Harbor, Washington.*



STANWOOD-CAMANO  
SCHOOL DISTRICT

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

School Stanwood Elem School Today's Date 5-17-16

Individuals/Group Involved SES 5th Gr students Number of Students 72

Activity YMCA CAMP SEYMOUR, outdoor education (environmental)

Destination Gig Harbor, WA

Departure Date October 5, 2016 Return Date October 7, 2016

Accommodations: Cabins

Source of Revenue: SES PTO, Individual Family Contribution

Fundraising Activities \_\_\_\_\_

Individual Student Cost 123.00 Total Group Cost TBD

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

Purpose of Trip (include educational value) outdoor environmental education

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

**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.

Teachers

5th Gr megan Overell megan m. Overell B. Marvel  
Signature of Initiator Signature of Building Principal

5th Gr Kristen Pappas Kristen Pappas

5th Gr Jenni Fer McFall Jen McFall

For Administration Use Only:

Board approval needed. Will be submitted on June 7, 2016  
Approved \_\_\_\_\_

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