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MEMORANDUM

TO: Board of Directors

DATE: July 5, 2016

FROM: Jean Shumate

RE: Approval of Stanwood Middle School Field Trip

TYPE: Action Required

Katie Diel, Advisor for the Stanwood Middle School Associated Student Body (ASB) Officers Leadership Team, requests to take seven (7) students to attend the ASB Officers Cispus Leadership Camp, August 13 through August 16, 2016, Randle, Washington.

The camp goals are to promote communication skills, group processes, leadership, self-awareness, and human relations skills.

RECOMMENDATION:

That the Board approves the Stanwood Middle School ASB Officers Leadership Team Field Trip to Cispus Leadership Camp, August 13-16, 2016, Randle, Washington.

RECEIVED

2320 F2
Instruction

JUN 16 2016



STANWOOD-CAMANO

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

School Stanwood Middle School Today's Date 6/30/16
 Individuals/Group Involved ASB Number of Students 7(JR) 6-17-16
 Activity Leadership Camp
 Destination Parole, WA
 Departure Date 8/13/16 Return Date 8/16/16
 Accommodations: Cabins at Cispus
 Source of Revenue: ASB
 Fundraising Activities 8

Individual Student Cost 215.00 Total Group Cost 1720.00 + 100.00
adult meal

Insurance (special coverages) _____
 Purpose of Trip (include educational value) See attached 1820.00

Has this trip been previously taken? Yes If yes, when? Every summer since 2002

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.

Katie K. Diel _____
 Signature of Initiator Signature of Building Principal

For Administration Use Only:

Board approval needed. Will be submitted on July 5, 2016
 Approved

 Superintendent or Designee Signature Date