



TO: Board of Directors

FROM: Ruth Floyd, Executive Director of Business Services

SUBJECT: Stanwood High School Field Trip

DATE: November 8, 2022

TYPE: Action Required

Carolyn Coombs, Assistant Principal at Stanwood High School, will accompany students to the following out of state event:

- Illuminate: Student Summit on Wellness, November 10-14, 2022, Crystal City, VA

**Recommendation:** It is recommended that the Board approve the Stanwood High School field trip to Crystal City, VA.



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

School Stanwood High School Today's Date 11/3/22

Individuals/Group Involved NASSP/NHS Number of Students 2

Activity National Wellness Summit on Mental Health

Destination Amelton, Virginia

Departure Date 11/10/22 Return Date 11/14/22

Accommodations: Hyatt Regency Hotel

Source of Revenue: No revenue needed

Fundraising Activities

Individual Student Cost  Total Group Cost

How was this activity/trip available to any interested and/or eligible student(s) All students were eligible to apply to be on the committee

How was this trip promoted to all interested/eligible students? Fliers through NHS

Will any student(s) be excluded from this trip due to the inability to pay? NO

Insurance (special coverages)

Purpose of Trip (include the educational value) Mac Martin will be presenting at the summit as a representative of the committee

Has this trip been previously taken? No If yes, when? \_\_\_\_\_

**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 the principal.
4. All district employees need to submit a travel request form.
5. Notify the school nurse.

Carolyn Coombs  
Signature of Initiator

[Signature]  
Signature of Building Principal

For Administration Use Only:

Board approval needed. Will be submitted on \_\_\_\_\_  
Approved

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