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**Dr. Jean Shumate, Superintendent**

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## **MEMORANDUM**

**DATE:** April 1, 2014  
**TO:** Board of Directors  
**FROM:** Jean Shumate, Ed.D.  
**RE:** Approval of Cedarhome Elementary Outdoor Education Field Trip

Grade 5 students from Cedarhome Elementary have the opportunity to attend Camp Orkila on Orcas Island, Washington, for outdoor/environmental education June 2-4, 2014. They have attended outdoor education camp for the past 17 years. The program focuses on nurturing a sense of appreciation for the natural world through an understanding of ecological systems.

Upon the approval by the Board, approximately 93 students in the 5<sup>th</sup> grade would attend the overnight learning experience with staff and chaperones. Individual fees and PTA fundraising activities have subsidized the cost of the camp.

### **RECOMMENDATION:**

**That the Board of Directors approve the Cedarhome Elementary Outdoor Education Field Trip at Camp Orkila, June 2-4, 2014, Orcas Island, Washington.**

/jr



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

School CES 5<sup>th</sup> grade Today's Date 9-26-13

Individuals/Group Involved Kelley/Chaplik/Szymborski Number of Students 93

Activity Outdoor Education

Destination Orcas Island

Departure Date 6/2/14 Return Date 6/4/14

Accommodations: Camp Orkila cabins

Source of Revenue: PTA fundraisers / donation / parent pmt.

Fundraising Activities ice cream, popcorn, jogathon

Individual Student Cost \$135 Total Group Cost approx \$20,000

Insurance (special coverages) n/a

Purpose of Trip (include educational value) outdoor education, science standards, team building

Has this trip been previously taken? X If yes, when? Every spring for the past 17 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.)

- \_\_\_\_\_ 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.

Amy Kelley  
Signature of Initiator

Jeff Topp  
Signature of Building Principal

For Administration Use Only:

Board approval needed. Will be submitted on April 1, 2014 (JK)  
 Approved

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