



INSTRUCTIONAL SERVICES

Lloy Schaaf

Assistant Superintendent of Teaching and Learning

Memorandum

To: Stanwood-Camano School Board of Directors

Fr: Lloy Schaaf, Ed.D.

Re: Approval of Stanwood High School Future Business Leaders of America

Date: April 1, 2014

The Stanwood High School FBLA (Future Business Leader of America) would like to attend the FBLA State Competition in Seattle, Washington.

George Colby and 45 students will be traveling to Seattle, April 17, and returning April 19, 2014. The FBLA students at Stanwood High have attended the State Competition every year since 1994.

RECOMMENDATION:

That the Stanwood-Camano School District Board of Directors approves the above listed overnight field trip for Stanwood High School FBLA Students.

/th

Stanwood Camano
School District

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

School SHS Today's Date 2/21/14

Individuals/Group Involved Future Business Leaders of America Number of Students 45

Activity 2014 Future Business Leaders of America State Competition

Destination Seattle, WA

Departure Date 4/17/14 Return Date 4/19/14

Accommodations: The Westin or The Mayflower Hotel

Source of Revenue: Individual student registration

Fundraising Activities Tolo, Cookie dough sale

Individual Student Cost \$275⁰⁰/100- Total Group Cost \$12,375

Insurance (special coverages) N/A

Purpose of Trip (include educational value) Competition + leadership conference

Has this trip been previously taken? yes If yes, when? every year since 1994 w/ Mr. Colby

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.

[Signature]
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 _____