



INSTRUCTIONAL SERVICES

Lloy Schaaf

Assistant Superintendent of Teaching and Learning

Memorandum

To: Stanwood-Camano School Board of Directors

Fr: Lloy Schaaf, Ed.D.

Re: Stanwood High School Horticulture Team

Date: October 1, 2013

The Stanwood High School Horticulture team would like to attend the Horticulture Career Development Event in Kennewick and Pasco, Washington. The group will depart on October 11, and return on October 12, 2013.

Margaret Olson will be taking 10 students to this event. They will be staying at the Best Western Plus Kennewick Inn in Kennewick, WA. Expenses will be covered by FFA Café, prime rib dinner, wreath, plant and flower sales. This event is attended annually.

RECOMMENDATION:

That the Stanwood-Camano School District Board of Directors approve the above listed overnight field trip.

Submit to KEVIN PLAMBECK

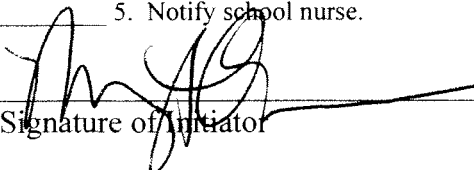
NON-LOCAL, OVERNIGHT & EXTENDED FIELD TRIP APPLICATION (To be completed by Teacher/Advisor)

School Stanwood High School Today's Date 9/6/13
 Individuals/Group Involved Horticulture Team Number of Students 9-20
 Activity Horticulture Career Development Events (Floriculture and Nursery Landscape)
 Destination Kennewick and Pasco
 Departure Date 10/11/2013 Return Date 10/12/2013
 Accommodations: Best Western Plus Kennewick Inn
 Source of Revenue: FFA Cafe and Prime Rib Dinner
 Fundraising Activities: Wreath, Plant and Flower Sales to pay for hotels
 Individual Student Cost: 25 Total Group Cost: 0
 Insurance (special coverages): N/A
 Purpose of Trip (including educational value): Competition in Floriculture and Nursery Landscape Skills

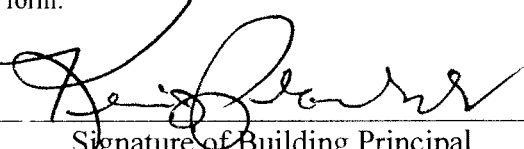
Has this trip been previously taken? Yes If yes, when? We attend these competitions each year, the locations change by year

List of chaperones and students MUST be attached to this form. (Chaperones must be of each gender if students of each gender 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 travel request form.
- _____ 5. Notify school nurse.



 Signature of Initiator



 Signature of Building Principal

For Administration Use Only:

Board Approval needed. Will be submitted on 10/1/13
 Approved

Superintendent or Designee Signature

Date