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## MEMORANDUM

**TO:** Board of Directors

**DATE:** September 17, 2019

**FROM:** Jean Shumate

**RE:** Stanwood Elementary Outdoor and Environmental Education Field Trip

**TYPE:** Action Required

Grade 5 students from Stanwood Elementary have the opportunity to attend Outdoor and Environmental Education Camp October 2 through October 4, 2019, at YMCA Camp Seymour in Gig Harbor, Washington.

Upon the approval by the Board, approximately 66 students in 5<sup>th</sup> grade would participate in the overnight learning experience. Individual fees and PTO fundraising activities have subsidized the cost of the camp.

**RECOMMENDATION:**

*That the Board approves the Stanwood Elementary Outdoor and Environmental Education Field Trip at YMCA Camp Seymour, October 2-4, 2019, Gig Harbor, Washington.*

SEP 06 2019



STANWOOD-CAMANO  
SCHOOL DISTRICT

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

School Stanwood Elementary Today's Date 9-6-19

Individuals/Group Involved 5<sup>th</sup> Grade Number of Students 66

Activity outdoor and environmental education

Destination ymca camp seymour 9725 Cramer Rd Kpn Gig Harbor

Departure Date October 2, 2019 Return Date October 4, 2019 WA 98329

Accommodations: \_\_\_\_\_

Source of Revenue: \_\_\_\_\_

Fundraising Activities PTO and parent contributions

Individual Student Cost 134.<sup>00</sup> Total Group Cost ~10,050 + Trans

Insurance (special coverages) District Policy - SCSD \$11,050

Purpose of Trip (include educational value) outdoor and environmental education.

Has this trip been previously taken? yes If yes, when? annually

**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.

Staci Lavinger  
Signature of Initiator

S Lavinger  
Signature of Building Principal

For Administration Use Only:

Board approval needed. Will be submitted on 9-17-19 cb  
Approved

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