



26920 Pioneer Highway, Stanwood, WA 98292-9548
360-629-1200
www.stanwood.wednet.edu

MEMORANDUM

TO: Board of Directors

DATE: April 18, 2017

FROM: Jean Shumate

RE: Approval of Elger Bay Elementary Outdoor Education Field Trip

TYPE: Action Required

Grade 5 students from Elger Bay Elementary have the opportunity to attend outdoor/environmental education camp June 5 through June 7, 2017, at Camp Orkila, Orcas Island, Washington. 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, the 5th grade students would attend the overnight learning experience with staff and chaperones. PTA fundraising activities have subsidized the cost of the camp.

RECOMMENDATION:

That the Board approves the Elger Bay Elementary Outdoor Education Field Trip at Camp Orkila, June 5-7, 2017, Orcas Island, Washington.

NON-LOCAL, OVERNIGHT & EXTENDED FIELD TRIP APPLICATION

School Elger Bay Elementary Date 3-17-17
Individuals/Group Involved 5th Grade Students, Ken Szymborski, Emily Hansen
Activity and Destination Camp Orkila, Orcas Island, WA

Length of Stay: From June 5, 2017 To: June 7, 2017 students approx 44

Accommodations: Cabins

Source of Revenue:

Fundraising Activities EBE PTA

Individual Cost 0 Total Cost ~10,000

Insurance (special coverages) _____

Purpose of Trip (include educational value) Outdoor Environmental Education

Has this trip been previously taken? _____ 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.)

Ken Szymborski
Signature of Initiator

[Signature]
Signature of Building Principal

For Administration Use Only:

To: _____

- _____ 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.
- _____ 6. School Board approval needed. Will be submitted on April 18, 2017 JS
- _____ 7. Approved