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## MEMORANDUM

**TO:** Board of Directors

**DATE:** April 18, 2017

**FROM:** Jean Shumate

**RE:** Future Business Leaders of America (FBLA) Field Trip

**TYPE:** Action Required

George Colby, Stanwood High School's Future Business Leaders of America (FBLA) advisor, requests to take 27 students to participate at the 2017 FBLA State Conference, April 19 through April 22, 2017, in Spokane, Washington.

### **RECOMMENDATION:**

*That the Board approves the FBLA Team Field Trip to attend the 2017 State Conference, April 19-22, 2016, Spokane, Washington.*

Stanwood Camano

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

School Stanwood High School Today's Date 3/10/2017  
Individuals/Group Involved FBIA Number of Students 27  
Activity FBIA State Competition 2017  
Destination Spokane, WA  
Departure Date Wed, Apr. 19, 2017 Return Date Sat, Apr. 22, 2017  
Accommodations: Davenport Grand Hotel (Conference HQ)  
Source of Revenue: Individual student registrations  
Fundraising Activities u u u  
Individual Student Cost \$350 Total Group Cost \$10,150  
Insurance (special coverages) N/A  
Purpose of Trip (include educational value) Annual state competition for FBIA Competitors.

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 April 18, 2017 [Signature]  
☐ Approved

Superintendent or Designee Signature

Date