

**Stanwood**  **Camano**  
★ ★ ★ School District

TO : BOARD OF DIRECTORS  
FROM : GARY PLATT, EXECUTIVE DIRECTOR – BUSINESS SERVICES  
SUBJECT : CEDARHOME ELEMENTARY SCHOOL – CAMP ORKILA  
DATE : DECEMBER 6, 2016  
TYPE : ACTION NEEDED

Attached is a contract with YMCA Camp Orkila, located on Orcas Island. Cedarhome Elementary is planning to hold its 5<sup>th</sup> grade outdoor education camp at this facility on June 5, 6, and 7, 2017.

The memo from Principal Lofgren explains the funding and other details about the planned activity.

Recommendation:

We recommend the board *move to approve the Cedarhome Elementary School facility use contract with YMCA Camp Orkila for the 5<sup>th</sup> grade outdoor education learning experience on June 5, 6, and 7, 2017.*

# CEDARHOME ELEMENTARY SCHOOL

27911 68<sup>TH</sup> AVE NW  
STANWOOD, WA 98292  
(360) 629-1280



JEFF LOFRGEN, PRINCIPAL  
SHERRI HAMLIN, OFFICE MGR.  
JAN ROBB, SECRETARY

## *"PROUD HOME OF THE GRIZZLIES"*

November 28, 16

Dear Stanwood/Camano School Board Members.

For a number of years now, our fifth grade students have enjoyed the opportunity to attend Camp Orkila on beautiful Orcas Island. The camp has provided our students, staff and parents with countless memories and glimpse into how our eco-systems work in harmony to maintain the beauty we see all around us.

We have found the camp to be run extremely well and the counselors to be very appropriate and knowledgeable. Our students work very hard to raise their camp fee and our PTO provides a limited number of full and partial scholarships to ensure every student who wishes to attend camp, can do so.

Our fifth grade teachers put in many hours prepping for camp and readying their students for an awesome adventure. We are very appreciative of the Y.M.C.A. for providing a wonderful experience for our fifth grade students. The dates for camp for ~~2016~~ are June 5<sup>th</sup>, 6<sup>th</sup> and 7<sup>th</sup>. We hope you will once again Outdoor Camp for the fifth grade students of Cedarhome Elementary. Thank you.

2017

Sincerely,

A handwritten signature in black ink that reads 'Jeff Lofgren'. The signature is written in a cursive, flowing style.

Mr. Jeff Lofgren, Principal  
Cedarhome Elementary

**YMCA of Greater Seattle  
Camp Orkila - Group Use Agreement**

Business Office: 206-382-5009  
Fax: 206-382-4920

YMCA Camping Services  
909 Fourth Ave.  
Seattle, WA 98104

Date of Agreement: November 15, 2016  
Program Director Name: Christy Shiers  
Camp Orkila Phone: 360-376-2678

**Group Name:** Cedarhome - 2017, Spring  
**Contact Person:** Amy Kelley  
**Address:** 27911 68th Ave NW  
Stanwood WA 98292  
  
**Phone (wk):** 360-629-1280      **Fax:** 360-629-1289  
**e-mail:** akelley@stanwood.wednet.edu  
**Group Number:** ORK3533    **Group Type:** Outdoor Environmental Educ

<b>Arrival</b> 06/05/17	<b>First Meal</b> Dinner
<b>Departure</b> 06/07/17	<b>Last Meal</b> Lunch
<b># of Meals:</b>	6

**Expected Group Size:** 124  
**Maximum group size (based on facilities reserved):**  
**Guaranteed minimum expected group size (the number for which payment is required):** 111

**Estimate of expected group fees:**

Qty.	Description	Unit Price	Total
1	Scholarship	(\$400.00)	(\$400.00)
2	Roundtrip Bus	\$240.00	\$480.00
248	OEE Program, Housing, Meals - \$70 per person/per night	\$70.00	\$17,360.00
<b>SubTotal:</b>			<b>\$17,440.00</b>
<b>Total Expected Group Fees:</b>			<b>\$17,440.00</b>
<b>Nonrefundable Deposit:</b>			<b>\$2,000.00</b>

**Deadlines:**

**Two weeks after agreement date (November 29, 2016):** Submit signed agreement and deposit.  
**30 days prior to visit (May 6, 2017):** Confirm estimated group size with director.  
**30 days after receipt of final invoice:** Submit final payment.

**Deposit:** Your nonrefundable deposit is required to confirm your reservation. This deposit will be applied to your final invoice. Send deposit, along with a signed copy of this agreement to the YMCA Camping Services Office (address above) within two weeks of the agreement date. Your reservation is not complete until your signed agreement and deposit are received in the Camping Services Office.

**Cancellation:** If your group cancels after the signed agreement has been submitted to Camping Services, you will forfeit your deposit or be responsible for 50% of the guaranteed minimum - whichever is greater. If your group cancels within 30 days of the arrival date, you will be responsible for 90% of the confirmed group participants.

In signing this agreement, the Group agrees to abide by the above conditions, the Camp Policies (enclosed), and to accept financial responsibility for loss or damage to camp facilities and equipment resulting from maliciousness, misuse or negligence.

YMCA Camp Orkila \_\_\_\_\_ Date \_\_\_\_\_  
Christy Shiers \_\_\_\_\_  
Camp Orkila Program Director

Amy Kelley \_\_\_\_\_ 11-16-16  
Group Contact Signature Date  
Amy Kelley \_\_\_\_\_  
Group Contact Printed Name