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## MEMORANDUM

**TO:** Board of Directors

**DATE:** June 20, 2017

**FROM:** Jean Shumate

**RE:** Approval of Port Susan Middle School Leadership Field Trip

**TYPE:** Action Required

Audrie Harrington, Advisor for the Port Susan Middle School Associated Student Body (ASB) Officers' Leadership Team requests to attend Leadership Camp at the Cispus Learning Center, August 5 through August 8, 2017, Randle, Washington.

Four student officers would use large and small group activities to learn a variety of skills that will help them in their development as positive school leaders.

**RECOMMENDATION:**

*That the Board approves the Port Susan Middle School ASB Officers Leadership Team Field Trip to Leadership Camp at Cispus Learning Center August 5-8, 2017, Randle, Washington.*



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

School Port Susan Middle School Today's Date 6/14/17

Individuals/Group Involved ASB Leadership Officers Number of Students 4

Activity Cispus Learning Center - Middle Level Leadership Camp

Destination Randle, Washington

Departure Date 8/5/17 Return Date 8/8/17

Accommodations: Lodging through Cispus Camp

Source of Revenue: ASB General Fund

Fundraising Activities 0

Individual Student Cost 0 Total Group Cost \$1125 + transportation

Insurance (special coverages) N/A

Purpose of Trip (include educational value)  
ASB officers to leadership camp to educate them on how to be good leaders of the school

Has this trip been previously taken? yes If yes, when? approx. 4 to 5 yrs ago

**List of chaperones and students MUST be attached to this form.** (Chaperones must be of each gender if students of each gender are attending.)

- N/A 1. Additional information needed: \_\_\_\_\_
- N/A 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 June 20, 2017  
 Approved

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