



TO : BOARD OF DIRECTORS  
FROM : GARY PLATT, EXECUTIVE DIRECTOR – BUSINESS SERVICES  
SUBJECT : STANWOOD ELEMENTARY SCHOOL – OVERNIGHT TRIP  
DATE : MAY 2, 2017  
TYPE : ACTION NEEDED

A handwritten signature in black ink, appearing to be "G. Platt", is located to the right of the memo header.

Attached is a contract with YMCA Camp Seymour, located in Gig Harbor, Washington. Stanwood Elementary is planning to hold its 5<sup>th</sup> grade outdoor education camp at this facility on October 4 through October 6, 2017.

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

Recommendation:

We recommend the board *move to approve the Stanwood Elementary School facility use contract with YMCA Camp Seymour for the 5<sup>th</sup> grade outdoor education learning experience on October 4 through 6, 2017.*

# Stanwood Elementary School

"Home of the Spartans"

10227 273<sup>rd</sup> Place NW, Stanwood WA 98292, (360) 629-1250  
~~Annie Houk, Secretary    ~~Barbara Marsh, Principal    ~~Ruth Turner, Office Manager

March 31, 2017

To: SCSD Board of Directors

Fm: Barbara Marsh, Principal  
Megan Ovenell, Teacher



Re: Contract for services with YMCA Camp Seymour and Overnight Field Trip

Stanwood Elementary is requesting that the SCSD Board of Directors approve our 2017-2018 contract with YMCA Camp Seymour and our overnight stay.

Stanwood Elementary's 5<sup>th</sup> grade students, staff and several parents attend YMCA Camp Seymour each year. This year we are scheduled to attend camp October 4-6, 2017.

Each year a 15% deposit is requested by YMCA Seymour as well as a signed contract for the days reserved. Our deposit due was \$1406.25 and has been paid by Stanwood Elementary PTO.

Our estimated number of attendees this year is 68 at the rate of \$125.00 per person for a total bill of \$9375.00.

The bill is paid through a combination of resources: the fundraising efforts of our Stanwood Elementary PTO as well as each student and chaperone will pay a portion of the per camper fee.

Thank you for your prompt consideration of this request.

Recommendation: to approve Stanwood Elementary's 5<sup>th</sup> Grade Outdoor Education to Camp Seymour, Gig Harbor, WA from October 4-6 and overnight stay.



YMCA CAMP SEYMOUR  
YMCA of Pierce and Kitsap Counties

**CONTRACT AGREEMENT FOR USE OF  
YMCA CAMP SEYMOUR  
OUTDOOR & ENVIRONMENTAL EDUCATION**

Contract Date: March, 22, 2017

School Name: Stanwood Elementary School

School Leader: Megan Ovenell

Phone:

Address: 10227 273rd Pl NW

Fax:

Stanwood, WA 98292

E-mail: [movenell@stanwood.wednet.edu](mailto:movenell@stanwood.wednet.edu)

**SCHOOL INFORMATION**

Dates: Oct. 04 to Oct. 06, 2017

Reservation Commitment: 68

Number of Cabins Reserved:

Please report any changes to your reservation commitment no later than 90 days prior to arrival to avoid any possible penalties. See reverse side of contract for details.

Description	Rate	Participant #	Total
OEE 2Nights/6Meals	\$125.00	75	\$9,375.00
Estimated Total Due			\$9,375.00
Deposit Due: (15% of contracted total)			\$1,406.25

Additional  
Contract  
Notes


- Payment Process:**
- 1) Return deposit with signed contract within 30 days of receipt.
  - 2) Sign billing form prior to departure from camp
  - 3) Final balance due within 30 days of receipt of final bill

**Please read, initial the terms and conditions, and sign the reverse side of this contract.**

Keep one copy of this contract for your records. Sign and return one copy of the contract (both sides) with deposit to:

**YMCA Camp Seymour, 9725 Cramer Road KPN, Gig Harbor, WA 98329**

**Phone: (253) 884-3392 FAX (253) 460-8897**

<b>STANWOOD ELEMENTARY PTO</b> 10227 273RD PL NW STANWOOD, WA 98292		2091 98-840/1251
Date <u>3/28/17</u>		
<b>PAY to the order of</b> <u>Ymca Camp Seymour</u>	\$ <u>1406.25</u>	
<u>one thousand four hundred and six dollars and twenty five cents</u>		
 <b>COASTAL COMMUNITY BANK</b> P.O. BOX 1717 STANWOOD, WA 98292 425-257-9000		
For <u>Camp Deposit</u>	<u>Kristina Buchanan</u> MP	
⑆ 125108405⑆ 7007002830⑆ 02091		

**Rates and Accommodations:** Rates quoted are for the entire contracted period. Rates include, lodging, food service, meeting space, class instruction and activities, and use of recreational and program facilities.

**Reservations:** Reserved dates are confirmed and held when YMCA Camp Seymour receives full deposit and signed contract. Whenever possible, schools attending camp have the privilege of first refusal for the corresponding date the following year, provided reservation contract and deposit are received at least three months in advance of the requested date. Date changes for returning schools are subject to space availability.

**Reservation Commitment:** The school leader agrees to report, at least 60 days prior to arrival, any change in the anticipated number of attendees by sending the update number to: bgjerston@ymcapkc.org. The school agrees to pay the total bill for actual attendance or 90% of the total charges for the approximate number as stated on this contract, whichever is higher.

**Payment:** All deposits are applied to the final bill. Full payment is due within 30 days of receipt of invoice. Payment may be made by cash, check or credit card.

**Cancellations:** The deposit is non-refundable. In the event of cancellation within 90 days of the school's scheduled arrival, the school agrees to pay, as liquidated damages, 50% of the estimated total bill as specified in this contract. Deposits or payments received prior to cancellation will be applied. YMCA Camp Seymour reserves the right to cancel this contract in the event payments are not made as required, and the reserved school will forfeit all payments previously made.

**School Conduct:** The reserving school will provide qualified adult leadership for all school members under 18 years. All school members will conduct themselves in accordance with the policies of YMCA Camp Seymour and the YMCA of Pierce and Kitsap Counties.

**Safety Procedures, Supervision, First Aid, Emergency Care:** The school group is responsible for its own supervision, first aid and emergency care. Please refer to the Teacher Planning Manual for more details. Your school will receive a safety orientation to our facility upon arrival.

**Release:** In consideration of being permitted to use the YMCA facilities, user agrees to assume all risks in connection with such use whether foreseen or unforeseen, and further agrees that neither the YMCA nor its officers, operators, agents or staff may be held liable in any way for any occurrence not arising out of their own negligence and further releases the aforementioned YMCA, officers, operators, agents or staff for any harm, injury, or damage arising out of users' use of facilities.

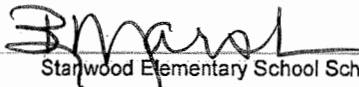
**Legal Costs:** In the event of a breach in the terms of this agreement, the user agrees to pay reasonable attorney fees and legal costs incurred by YMCA related to said breach.

**Hold Harmless:** User agrees to hold harmless and indemnify YMCA against any claims and losses including reasonable attorney's fees and court costs arising out of its use and occurring as a result of actions of its members or participants.

**Damages:** The school assumes financial responsibility for damages incurred through intentional or negligent action by any members(s) of the school. Fines or charges for the misuse or damage of camp property will be applied to the school's final bill. The school agrees to pay any such fines or charges.

**Insurance:** Schools and their participants must provide their own liability and accident insurance coverage. The YMCA of Pierce and Kitsap Counties does not provide insurance coverage or benefits for illness or injury of school members. The school agrees to provide proof of insurance.

**Please indicate your acceptance of these terms by signing this contract. The undersigned school leader represents that he/she is authorized to sign this contract and to bind the school to the stated**

Signature:   
Starwood Elementary School School Leader

Signature:   
Camp Seymour Authorized Staff Member

Date: 3-28-17

Date: day, March 22, 2017

This contract shall be binding upon YMCA of Pierce and Kitsap Counties when signed by an authorized staff member of YMCA Camp Seymour.