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MEMORANDUM

TO: Board of Directors

DATE: May 2, 2017

FROM: Jean Shumate

RE: Approval of Twin City Elementary Outdoor Education Field Trip

TYPE: Action Required

Grade 5 students from Twin City Elementary have the opportunity to attend Camp Seymour in Gig Harbor, Washington, for outdoor/environmental education May 1st through May 3rd, 2017. They have attended outdoor education camp since 1992. The program focuses on marine science, H₂O cycles, systems, and goal setting, reptiles, plant and animal adaptations.

Upon the approval by the Board, approximately 60 students in the 5th grade would attend the overnight learning experience with staff and chaperones. Individual fees and PTA fundraising activities have subsidized the cost of the camp.

RECOMMENDATION:

That the Board approves the Twin City Elementary Outdoor Education Field Trip at Camp Seymour, May 1-3, 2017, Gig Harbor, Washington.

TCE Camp Seymour

1 message

Jennifer Allen <jallen@stanwood.wednet.edu>

Mon, May 1, 2017 at 11:57 AM

To: Jean Shumate <jshumate@stanwood.wednet.edu>, Rusko Joy <jpost@stanwood.wednet.edu>, Olson Ronalee <rolson@stanwood.wednet.edu>

Dr. Shumate and School Board Members,

Attached you will find a request for a non-local, overnight field trip for my fifth grade teachers and students to attend Camp Seymour in Gig Harbor on May 1-3. The contract for this trip was approved by the board on October 18, 2016 but I discovered this morning that the trip and travel were not approved.

I want to apologize for submitting this request after the travel has commenced. As you will see on the travel request form the teachers and I completed this paperwork on January 17, 2017. I thought that it was sent months ago for your approval and am not sure where the originals ended up.

This outdoor education experience is valuable for my students and my teachers have enjoyed this opportunity for many years. I am aware of the procedures necessary to complete a request for an overnight field trip and want to again apologize for not following the proper timelines for this instance. Thank you for your consideration and please contact me with further questions.

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Thank you,


Jennifer Allen, Principal
Twin City Elementary

 **TCE Camp Seymour.pdf**
3788K

RECEIVED

MAY 01 2017

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Instruction

Stanwood  Camano

STANWOOD-CAMANO
SCHOOL DISTRICT

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

School Twin City Elementary Today's Date 5/1/17

Individuals/Group Involved _____ Number of Students _____

Activity Camp Seymour Outdoor Education

Destination Gig Harbor WA

Departure Date 5/1/17 Return Date 5/3/17

Accommodations: _____

Source of Revenue: TCE PTA

Fundraising Activities Jog-a-thon, Ice Cream Sales, Donations

Individual Student Cost \$151 (+132.25 F/R) Total Group Cost \$11,125

Insurance (special coverages) Risk Management Pool

Purpose of Trip (include educational value) Outdoor education with hands-on learning experiences connected to the environment and science standards.

Has this trip been previously taken? Yes If yes, when? annually

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.

Jennifer Allen
Signature of Initiator

Jennifer Allen
Signature of Building Principal

For Administration Use Only:

Board approval needed. Will be submitted on May 2, 2017 (JP)

Approved

Superintendent or Designee Signature

Date