



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

School Stanwood High School Today's Date 6/6/2023

Individuals/Group Involved SHS Annual/Yearbook Staff Number of Students 7

Activity NW Yearbook Summer Workshop

Destination University of Puget Sound

Departure Date July 11, 2023 Return Date July 13, 2023

Accommodations: on campus

Source of Revenue: ASB

Fundraising Activities baby grad ads

Individual Student Cost 425- Total Group Cost \$3700-

How was this activity/trip available to any interested and/or eligible student(s) in class

How was this trip promoted to all interested/eligible students? email + class

Will any student(s) be excluded from this trip due to the inability to pay? NO

Insurance (special coverages) None needed

Purpose of Trip (include the educational value) new yearbook ideas and layouts, collaborate with other

Has this trip been previously taken? X If yes, when? every year

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 the principal.
4. All district employees need to submit a travel request form.
5. Notify the school nurse.

[Signature]
Signature of Initiator

[Signature]
Signature of Building Principal

For Administration Use Only:

Board approval needed. Will be submitted on 6/20
Approved

Superintendent or Designee Signature Date