



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

School Elger Bay Elementary Today's Date 12/14/2023

Individuals/Group Involved 5th grade Number of Students 76

Activity 5th Grade Outdoor Camp

Destination Camp Orkila 484 Camp Orkila Rd, Eastsound, WA 98245

Departure Date 06/03/2024 Return Date 06/05/2024

Accommodations: Included in camp

Source of Revenue: Grant

Fundraising Activities _____

Individual Student Cost \$100.00 approx. Total Group Cost \$18,000.00

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

How was this trip promoted to all interested/eligible students? Through classroom

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

Insurance (special coverages) _____

Purpose of Trip (include the educational value) 5th grade outdoor camp

Has this trip been previously taken? yes If yes, when? June 2023

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 of Initiator


Signature of Building Principal

For Administration Use Only: _____

Board approval needed. Will be submitted on _____
Approved

Superintendent or Designee Signature _____ Date _____