



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

School Stanwood High School Today's Date 1/25/24

Individuals/Group Involved Future Business Leaders of America (FBLA) Number of Students 45

Activity Washington FBLA State Business Leadership Conference

Destination Spokane, WA

Departure Date 4/24/2024 Return Date 4/27/2024

Accommodations: Washington FBLA Conference Hotel (Will be assigned after registration is complete)

Source(s) of Revenue: FBLA ASB Funds/ Career & Technical Education Program Funds

Description of Fundraising Activities FBLA Sponsorship program, student fees, .....

Estimated Individual Student Cost \$468.50 Estimated Total Group Cost 12000.00

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

How was this trip promoted to all interested/eligible students? Promoted at FBLA Chapter Meetings

Will any student(s) be excluded from this trip due to the inability to pay? No, students able to assist with fundraising

Insurance (special coverages) Not required

Purpose of Trip (include the educational value) Allow Career & Technical Education (CTE) students to demonstrate & build their leadership, technical and employability skills while meeting the CTE Program standards.

Has this trip been previously taken? Yes If yes, when? Each year for last 20+ years

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

1. Attach additional information as appropriate.
2. Contact Business Services with questions about insurance.
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 2-6-2024  
Approved

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