

SCHOOL BOARD FIELD TRIP REQUEST FOR OUT OF STATE OR OVERNIGHT TRAVEL

Field trips that shall take students out of the state, or are planned to keep students out of the district overnight must be approved in advance by the board. (Policy/Procedure 2320)

Overnight Field Trips

- A. The staff member must submit to the principal a written plan, including purpose, supervision, itinerary, cost, housing, and student costs (if any) at least two weeks prior to submission to the board.
- B. After approval by the principal, the proposal should be submitted to the superintendent at least one week prior to the board meeting.
- C. The staff member should attend the board meeting to answer any questions the board may have.
- D. After approval by the board, a written description of the overnight field trip shall be sent to the parent. All such field trips are optional. Parent permission is required.
- E. Faculty must notify the school nurse of students planning to attend the field trip; nurse to assess students' health conditions and decide if accommodations are needed. Nurse to update and train faculty as appropriate for needed accommodations.
- F. Faculty required to verify presence of needed emergency care plans, rescue medications and other accommodations needed by students in order for student to participate in trip.

CLASS: Prevention DEPT: _____ DATE OF REQUEST: 4/6/26
REQUEST FOR: BUS Club CAR _____ VAN X DATE OF TRIP: 5/18/26 DEPARTURE TIME: 12pm

DESTINATION: WA Spring Youth Prevention Forum 2026 Great Wolf Lodge
ADDRESS: 20500 Old Hwy 99 SW, Grand Mount, WA 98531
PURPOSE OF TRIP/ITINERARY: Attend + present @ WA Spring Youth Prev Forum
OVERNIGHT (Yes or No, If YES provide details of location and contact name/number): yes

TOTAL STUDENTS: 6 TOTAL SUPERVISORS: 1 TOTAL CHAPERONES (1 to 10 students): _____
SUPERVISORS/CHAPERONES: Angela Kruger

RETURN DATE: 5/20 RETURN TIME: ~1:30pm ROUND TRIP MILEAGE: 410mi

Was the School Nurse notified of the field trip? Yes _____ No _____
(Submit a list of participating students to the school nurse)

COST FOR APPROVED TRIPS WILL BE CHARGED TO BUILDING BUDGETS AS FOLLOWS:
BUS - \$5.50/mile VAN - \$1.25/mile CAR - \$.625/mile (prices as of 4/30/24 subject to change)
BUDGET CODE: _____ TOTAL COST TO BUILDING BUDGET: _____

**Transportation funding cannot be utilized for non-route expenditures per WAC*

REQUESTER SIGNATURE: [Signature] DATE: 4/6/26

PRINCIPAL APPROVAL/SIGNATURE: GRANTED | DENIED [Signature] DATE: 4-7-26

TRANSPORT APPROVAL/SIGNATURE: GRANTED | DENIED _____ DATE: _____

* Volunteers are unable to transport students ** Van training must be completed prior to field trip

For Office Use:
Request Granted: _____
Request Denied: _____
School Board Meeting Date: _____



Fields Trips, Excursions and Outdoor Education

The board recognizes that field trips, when used as a device for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program of the schools. Such trips can supplement and enrich classroom activities by providing learning experiences in an environment beyond the classroom.

Field trips that take students out of the state except Sherman, Wasco, and Hood River counties, keep students out of the district overnight must be approved in advance by the board. Outdoor education resident school plans will be presented to the board for annual approval. The superintendent has the authority to approve all other field trips.

The superintendent will develop procedures for the operation of a field trip or an outdoor education activity, which will insure that the safety of the student is protected and that parent permission is obtained before the student leaves the school. Each field trip must be integrated with the curriculum and coordinated with classroom activities, which enhance its usefulness. Private vehicles may be used to transport students if approval is obtained in advance from the principal.

No staff member may recruit students for any privately arranged field trip or excursion without board permission.

Cross References:

Board Policy 6625 Private Vehicle Transportation
Board Policy 3520, Student Fees, Fines, Charges

Legal References:

RCW 28A.330.100(5) Additional powers of board
RCW 67.20.020 Parks — Contracts for cooperation
WAC 180-87-090 Improper remunerative conduct

Classification: Encouraged

Washington State Spring Youth Forum Overnight Field Trip Request – School Board Outline

Event

Washington State Spring Youth Forum

Location

Great Wolf Lodge – Grand Mound, Washington

Dates

May 18–20, 2026

Advisor/Chaperone

Angela Kruger – Student Assistance Professional / Prevention Club Advisor

Purpose of the Trip

Provide students the opportunity to attend and present at the Washington State Spring Youth Forum, a youth-led prevention and leadership conference. Students will share prevention initiatives, participate in workshops and seminars, connect with peers across Washington State, and strengthen leadership, advocacy, and public speaking skills.

Student Participation

Students have applied for scholarships to attend and present. Scholarships cover conference registration, lodging, and meals during the conference day.

Travel Schedule – Monday, May 18

Students attend school in the morning. Depart after lunch at approximately 12:30 PM. Arrive at the event location around 4:00 PM to check in, settle into lodging, and prepare for presentations.

Conference Day – Tuesday, May 19

Conference runs from 8:00 AM to 8:00 PM. Activities include youth-led presentations, keynote speakers, leadership seminars, networking with prevention youth from across the state, and award presentations. All meals on this day are provided through the scholarship.

Return Travel – Wednesday, May 20

Depart hotel at 9:00 AM. Stop for lunch during travel. Estimated arrival back at school is approximately 1:30 PM.

Funding

Scholarships cover conference registration, lodging, and meals during the conference day. The CPAKC Coalition will cover meals during travel days. The group is seeking support from the school district for transportation to and from the event. There is no cost to participating students.

Supervision and Safety

Students will be supervised by Angela Kruger. Students will follow all district field trip policies and behavioral expectations. The event is organized and supervised by forum coordinators and participating school advisors.

Educational Value

This experience provides opportunities for students to practice leadership and public speaking, engage in prevention education, collaborate with youth leaders from across Washington State, and bring new ideas back to support positive school culture and prevention initiatives.



INFO SHEET: GENERAL INFORMATION FOR TEAM ADULT ADVISORS (TAAs)

This document provides conference-specific details to assist TAAs in completing field trip approvals, notifying parents/guardians, and preparing for a successful conference experience. Please review early and share with your school district as needed.

Role of Team Adult Advisors & Chaperones

Team Adult Advisors (TAAs) and Chaperones are the primary contacts and mentors for youth attending the Spring Youth Forum. TAAs and Chaperones serve as our first line in promoting and protecting the health, safety, and well-being of all youth at the conference.

As a TAA or Chaperone, you are expected to:

- Be a reliable and positive role model whom youth can turn to for health matters, guidance, and conference etiquette.
- Attend all programming segments with your Youth Team and ensure team safety at all times.
- Observe and know the whereabouts of your youth at all times.
- Provide positive role-modeling and mentorship to every youth in your care.
- Adhere to all conference policies and guidelines – violations may result in a team being sent home at their own expense, or disqualification from prizes and scholarships for a 12-month period.

Conference At a Glance

📍 Venue

Great Wolf Lodge & Conference Center
20500 Old Highway 99, SW
Grand Mound, WA 98531

📅 Conference Dates

Tuesday, May 19, 2026

🕒 Youth Team Check-In Times

- **Monday, May 18, 2026:** 2:30 pm – 7:00 pm at the Great Wolf Conference Center
- **Tuesday, May 19, 2026:** 7:00 am – 8:00 am (for teams arriving Tuesday ONLY)

⚠️ *Please note: Hotel room check-in does not begin until 4:00 pm.*

Youth Team Eligibility

For field trip approvals and parent notification, the following eligibility criteria apply:

- **Age Range:** Youth must be 12 to 17 years of age. Youth who are 18 years old and still enrolled in high school or an equivalent program are also eligible.
- **Grade Levels:** Grades 6 through 12 (or equivalent program).
- **Team Size:** A Youth Team consists of a maximum of 6 youth.



Team Adult Advisor Qualifications & Required Training

The following requirements apply to all TAAs and Chaperones representing accepted Youth Teams:

- Must be 19 years of age or older AND at least 3 years older than the youth being advised/chaperoned (whichever is greater).
- Sponsoring agencies/organizations are responsible for conducting criminal background checks on all TAAs and Chaperones prior to the conference.

Mandatory TAA & Chaperone Meeting

All TAAs and Chaperones for accepted Youth Teams must attend ONE of the following mandatory meetings:

- **By Webinar:** Tuesday, May 12, 2026, at 11:00 am
- **In Person (Great Wolf Lodge):** Tuesday, May 19, 2026, at 7:15 am

Supervision Requirements

Adult-to-Youth Ratio

Minimum ratio of 1 adult (TAA/Chaperone) to every 3 youth.

- **This ratio must be maintained at all times during the conference.**

Curfew

10:00 pm curfew for all Youth Teams – no exceptions.

- **TAAs are responsible for enforcing the curfew.**

Overnight & Sleeping Arrangements

The following details are intended to assist TAAs in completing overnight field trip forms and informing parents/guardians:

- TAAs and Chaperones are responsible for making sleeping arrangements for their Youth Teams.
- Each accepted Youth Team will be awarded a minimum of 2 family-style suites that can sleep up to 6 persons each. Scholarship applications receiving high scores may be awarded additional rooms.
- Hotel room check-in begins at 4:00 pm on Monday, May 18, 2026.
- TAAs should confirm specific room assignments and arrangements prior to arrival.

Amenities & Attractions

Youth Teams will have access to all amenities and attractions at Great Wolf Lodge, including waterpark passes.

- Waterpark passes are available starting at 1:00 pm on Monday, May 18, 2026, through the end of park hours on Tuesday, May 19, 2026.
- TAAs and Chaperones must maintain supervision and adhere to all adult-to-youth ratio requirements during waterpark and amenity use.



Parent/Guardian Permission & Required Forms

The following information is intended to support TAAs in obtaining district approval and communicating with parents/guardians:

Youth Permission Packets

- All youth must have a completed and signed Youth Permission Packet to attend the conference.
- TAAs are responsible for distributing, collecting, and bringing all completed packets.
- **Each youth must bring:** 1 original + 2 copies of the signed Youth Permission Packet to the registration desk at check-in.
- **Youth will not be permitted to attend without a completed packet.**

District Approval Guidance

Please check with your local school district regarding timelines, required forms, and guidance needed to obtain field trip approval. The following conference-specific details are provided to assist with those forms:

Field Trip Detail	Information
Event Name	WA State Spring Youth Forum 2026
Venue	Great Wolf Lodge & Conference Center
Address	20500 Old Highway 99, SW, Grand Mound, WA 98531
Dates	Monday, May 18, 2026 through Tuesday, May 19, 2026
Check-In Time	2:30 pm on Monday, May 18 (or 7:00 am Tuesday, May 19 for late arrivals)
Overnight Stay	Yes – minimum 2 family suites provided per accepted Youth Team
Hotel Check-In	4:00 pm on Monday, May 18, 2026
Grades/Ages	Grades 6-12; ages 12-17 (or 18 if still enrolled in high school)
Team Size	Maximum of 6 youth per Youth Team
Adult-to-Youth Ratio	1 TAA/Chaperone per 3 youth, at all times
Curfew	10:00 pm nightly, no exceptions
Meals Provided	Breakfast, lunch, dinner & PM snack on Tuesday, May 19 (buffet style)
TAA Responsibilities	Supervision, permission packets, parental/guardian contacts, emergency contacts
Emergency Contact	Conference Services Team at the registration desk; security on-site (number on badge)



Emergency Procedures

- For any emergencies at the conference, TAAs and Chaperones should immediately contact the Conference Services Team at the registration desk.
- TAAs are responsible for having parental/guardian emergency contact information readily available at all times.
- Security will be on-site throughout the conference. The security phone number will be printed on the back of each name badge.

For all conference emergencies:

Go to the Conference Services Team at the registration desk or call security (number on back of each name badge).

Please Note: Violations of any conference guidelines may result in an individual or team being sent home at their own expense. Violations may also result in disqualification from event prizes and/or scholarships for a 12-month period.

Questions? Contact our Conference Services Team: SYF@enroutenw.com

Goldendale High School
525 E Simcoe Dr, Goldendale, WA 98620

Get on I-84 W in Sherman County from US-97 S

17 min (12.8 mi)

- ↑ 1. Exit the parking lot toward S Roosevelt Ave 266 ft
- ↷ 2. Turn right onto S Roosevelt Ave 479 ft
- ↶ 3. Turn left onto E Simcoe Dr 0.3 mi
- ↷ 4. Turn right onto US-97 S 9.1 mi
- ↶ 5. Turn left to stay on US-97 S 0.1 mi
- ↶ 6. Turn left to stay on US-97 S 0.5 mi
- ↷ 7. Turn right to stay on US-97 S 2.4 mi
- i** Entering Oregon
- ↑ 8. Turn right to merge onto I-84 W toward The Dalles 0.2 mi

Follow I-84 W and I-5 N to US-12 W/Old Hwy 99 SW/Tenino Grand Mound Rd SW in Grand Mound. Take exit 88 from I-5 N

2 hr 52 min (191 mi)

- ↑ 9. Merge onto I-84 W 94.6 mi
- 10. Use the left 2 lanes to take exit 9 to merge onto I-205 N toward Seattle 15.5 mi
- i** Entering Washington
- ↑ 11. Merge onto I-5 N 80.3 mi
- ↷ 12. Take exit 88 for Tenino 0.3 mi

Follow Old Hwy 99 SW to your destination

4 min (1.1 mi)

- ↶ 13. Use the left 2 lanes to turn left onto US-12 W/Old Hwy 99 SW/Tenino Grand Mound Rd SW 0.3 mi
- i** Continue to follow US-12 W/Old Hwy 99 SW
- ↶ 14. Use the left 2 lanes to turn left onto Elderberry St SW/Old Hwy 99 SW 0.1 mi
- ⦿ 15. At the traffic circle, continue straight onto Old Hwy 99 SW 0.6 mi
- ↶ 16. Turn left 167 ft

Great Wolf Lodge | Grand Mound
20500 Old Hwy 99 SW, Centralia, WA 98531

