**Board Memo**

**DATE:** 3/10/2022

**AGENDA ITEM DETAILS:**

**School/Department**

Conner Middle School

**Product Vendor or Grant Issuer**

Field Trip Request

**Product or Grant Name**

Field Trip Request to Washington, DC

**Date/Term (Beginning and End Dates/Year)**

3/17-3/20/2022

**APPLICABLE BOARD POLICY:**

09.36

**DESCRIBE USE OF CONTRACT/PURCHASE/AGREEMENT**

Conner Middle School 8th Grade Trip to Washington, DC on 3/17-3/20/22. A Tour Company is working directly with parents for billing.

**FUNDING FOR PURCHASES AND OTHER REQUESTS:**

**Total Cost**

Each parent is working directly with Tour Company for student’s cost

**Funding Source**

Student Activity and no cost to the District

 **\*If more than one funding source, list below along with amount or percent for each source**

Click or tap here to enter text.

**IF THIS IS A GRANT, ENTER AMOUNT TO BE AWARDED:**

Click or tap here to enter text.

**RECOMMENDATION:**

I recommend the Board approve the Field trip to Washington, DC for 8th grade trip on 3/17-3/20/2022, as presented.

**CONTACT PERSON: (submitter)**

Kim Best, Assistant Superintendent of Operations