

**BOARD SUPPLEMENT**  
**INSTRUCTION OFFICE**  
December 10, 2009

TO: Board of Education Members

FROM: Carol Hansen  
Executive Director of Student Services

We have two field trips that require approval.

1. Royal Oak High School – Steve Chisnell and Alec Snyder have requested permission to take 12-25 students from Model UN on an educational trip to Peru from July 1-16, 2010. Travel arrangements will be through ACIS Travel Company. This company was used for the China trip. The principal supports this request.
2. Royal Oak High School – Marge Brown had a field trip request approved on 5/14/09 to attend Fowler Center in Mayville on 9/24/09 – 9/25/09. She has asked to change the date to May 20 , 2010 due to staffing conflicts.