

Administrative Procedure

# Request for Field Trip

Teacher's Name Amy Montgomery and Michelle Bruner School OCCHS

Destination (include address) Opryland Hotel, Opryland Dr. Nashville, TN

The request is for a field trip listed in the current board-approved edition of the Obion County School District's Field Trip Manual

The request is for a field trip which is not listed in the current board-approved edition of the Obion County School District's Field Trip Manual

Grade Level (elementary) \_\_\_\_\_ Subject Area (secondary) Family Consumer Sci

1. How is this trip an integral part of an approved course of study? Competition for FCCLA Events

\_\_\_\_\_

2. Prior to this field trip the class will be involved in the following preliminary activities to prepare for this trip:

a. Proper forms will be filled out

b. Completion of local competition

c. Preparation for state competition

d. \_\_\_\_\_

3. Follow-up activities for this unit will include the following activities:

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

d. \_\_\_\_\_

4. Transportation Requested: Van(s)

5. Date of Trip: April 7 - April 9

6. Substitutes Requested (if necessary): \_\_\_\_\_

7. Parental Permission Forms Received: Yes

8. Plans of Students Not Going On Trip: (During spring break)

\_\_\_\_\_

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9. List of Chaperones (All High School trips must have 1 chaperone per 20 students. All Elementary trips must have 1 chaperone per 10 students. Overnight field trips require board-approved chaperones):

Amy Montgomery, FACS Teacher OCCHS

Michelle Bruner, Culinary Arts Teacher OCCHS

10. What is the total number of students going on the trip? 15

11. How much regular classroom instructional time will be missed? 0

12. What is the approximate cost of the trip per student? 0

13. How are you funding the trip? FCCLA funds

14. Place a check by the expenses you plan to submit for reimbursement:

(1) Registration

(2) Meals

(3) Lodging (include name of hotel and cost per night)

(4) Mileage

(5) Other anticipated expenses such as parking (specify)

Signed: Amy Montgomery / Michelle Bruner Date: 02-02-09  
(Teacher Requesting Trip)

Approved By: Jonda C. Short Date: 2/3/09  
(Signature of Principal)

Approved By: [Signature] Date: 2/3/09  
(Signature of Assistant Director of Schools)

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature of Director of Schools)

Approved by Board (if necessary): \_\_\_\_\_

Remarks or Conditions: \_\_\_\_\_