

Request for Field Trip

Teacher's Name Mr. Roney School CTC

Destination (include address) 1400 Market St. Chattanooga, Tn 37402

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) High School Subject Area (secondary) Skills USA

1. How is this trip an integral part of an approved course of study? students compete in their field of study

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

- a. Students going to state have either qualified at regionals or local competition to advance to state
- b. _____
- c. _____
- d. _____

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

- a. Students will return from state convention and share contest information and leadership skills
- b. acquired.
- c. _____
- d. _____

4. Transportation Requested: School Bus

5. Date of Trip: 4-19-09 to 4-23-09

6. Substitutes Requested (if necessary): 5

7. Parental Permission Forms Received: 16

8. Plans of Students Not Going On Trip: continuing doing classroom work they are engaged in.

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):

Mr. Roney, Mr. Watts, Mr. Cunningham, Mrs. Vancleace, and Mrs. Nicks

10. What is the total number of students going on the trip? 16

11. How much regular classroom instructional time will be missed? 4 Days

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

13. How are you funding the trip? fundraiser done by skills usa members

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


(1) Registration pd w/ skills WA or Peckin CTTO funds.

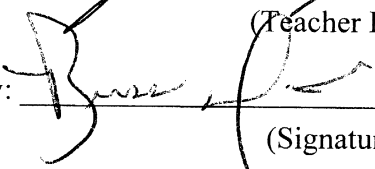
(2) Meals teacher

(3) Lodging (include name of hotel and cost per night) pd. w/ skills WA or CTTO funds

(4) Mileage fuel for bus

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

Signed:  Date: 3-17-09
(Teacher Requesting Trip)

Approved By:  Date: 3-17-09
(Signature of Principal)

Approved By:  Date: 3/18/09
(Signature of Assistant Director of Schools)

Approved By: _____ Date: _____
(Signature of Director of Schools)

Approved by Board (if necessary): _____

Remarks or Conditions: _____

Request for Transportation

INSTRUCTIONS:

1. Complete all items in Part A and submit to your principal for his/her approval.
2. This form must be approved and forwarded to the transportation office by the principal at least two weeks preceding the date of the trip.
3. Time: Trips are to be planned, if at all possible, between the hours of 9:00 a.m. and 2:00 p.m. If a trip is to extend beyond these times, special arrangements will be needed. Special arrangements to be completed by the director of transportation and the principal.
4. *Bus Conduct Rules and Regulations* shall be enforced by the sponsor.
5. Approval of trips is subject to availability of busses.
6. No more than five(5) chaperones per bus.
7. Approved and scheduled requests will be returned to the building principal.

Part A:

Date Submitted: 3-17-09 School: CTC

Group or Activity Requesting Transportation: Skills USA

Sponsor: Mr. Roney Charged or bill to: Perkins CTSO Funds

Trip Date: 4-19-09 to 4-23-09 # of Buses: 1 # of Students: 16 # of Chaperones: 5

Specific Location of Loading Place: Obion County Career Technology Center

Times: Loading: 8:30 am Leaving School: 9:00 am Arrive First Destination: 5:00pm

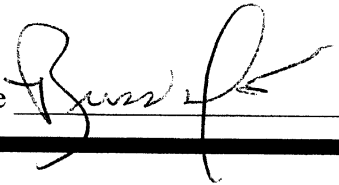
Leave Last Destination: 9:00 am Return: 5:00 pm

Destination: Chattanooga, Tennessee

Trip Itinerary and Item(s) of Special Note should be included on the back of this form. Any stops between points must be approved by the principal.

Part B: (For administrative use - building level)

Request Approved Request Denied

Date of Approval/Denial 3-17-09 Building Principal Signature 

Part C: (For transportation office)

Request Approved Request Denied

Type of Transportation: District Bus: Chartered Bus: Other:

Supervisor of Transportation Signature _____ Approximate Cost: _____