

Administrative Procedure

Request for Field Trip

Teacher's Name Denise Bell School Lake Road School

Destination (include address) Memphis Zoo, 2000 Prentiss Place, Memphis, 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) 4-8 Plus Subject Area (secondary) \_\_\_\_\_

1. How is this trip an integral part of an approved course of study? The Zoo Classes will give us more information about the animals and our environment.

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

a. When we studied England, we collected information on the animals native to that area.

b. When we studied Tennessee we looked for information on animals native to each section of Tennessee.

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

a. Discuss the information we acquired in the zoo classes.

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

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

4. Transportation Requested: 1 Bus

5. Date of Trip: May 19-20 overnight at the Zoo.

6. Substitutes Requested (if necessary): 1

7. Parental Permission Forms Received: will be collected before trip

8. Plans of Students Not Going On Trip: Computer scavenger hunt to find information about the animals.

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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):

Shannon Brooks, Kellye Albright,  
Melinda Wicker, and Tammy Inoad

10. What is the total number of students going on the trip? up to 34

11. How much regular classroom instructional time will be missed? 1 day

12. What is the approximate cost of the trip per student? \$73.50 (+\$20 for fundraising)

13. How are you funding the trip? Fundraising

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: Denise Bell Date: 4-13-09  
(Teacher Requesting Trip)

Approved By: [Signature] Date: 4-13-09  
(Signature of Principal)

Approved By: [Signature] Date: 4/13/09  
(Signature of Assistant Director of Schools)

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

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

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