

4-13-09

Please, replace the first field trip request by Denise Bell to go to the Hermetage, Science Center, and the Nashville Zoo with this trip to the Memphis Zoo for an overnight program.

Thank you,  
Denise Bell

## Request for Field Trip

Teacher's Name Denise Bell School South Fulton MiddleDestination (include address) Memphis Zoo; 2000 Prentiss Place, Memphis, TN 38112
 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) 6-8 Plus Subject Area (secondary) \_\_\_\_\_

1. How is this trip an integral part of an approved course of study? It will tie in with learning about our environment.

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

- a. We have gathered information of animals native to Ireland, when we studied that country.
- b. Look up animals of the climate zones.
- c. \_\_\_\_\_
- d. \_\_\_\_\_

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

- a. Discuss additional information learned in
- b. the zoo class
- c. \_\_\_\_\_
- d. \_\_\_\_\_

4. Transportation Requested: 1 Bus

5. Date of Trip: May 19-20

6. Substitutes Requested (if necessary): 1

7. Parental Permission Forms Received: Will have them collected before trip.

8. Plans of Students Not Going On Trip: Questions to answer by searching the web.

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):

Risa Wade, Nikkole Harper,  
Denise Bell

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? \$13.50 (+\$20 for fundraiser)

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: 4/14/09  
(Signature of Assistant Director of Schools)

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

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

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