

Overnight

Administrative Procedure

Request for Field TripTeacher's Name Lynsey Butler & Nick LucasSchool OCCHSDestination (include address) Gatlinburg, 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) 9-12 Agriculture

1. How is this trip an integral part of an approved course of study? This is State FFA Convention where we will have students competing and receiving their State FFA Degrees.

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

a. Students have competed in various contests all year to qualify at the state level.

b. Students have kept up with their SAE record for at least 3 years and qualify to receive their State

c. FFA degree.

d. _____

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

a. Students will review contest scores, mistakes, and will practice skills not yet mastered.

b. _____

c. _____

d. _____

4. Transportation Requested: 1 bus & possibly 1 vehicle to haul luggage (depending on SF's #'s)

5. Date of Trip: 3/27/10 thru 3/31/10

6. Substitutes Requested (if necessary): 2 subs for 3 days

7. Parental Permission Forms Received: Will collect prior to departure.

8. Plans of Students Not Going On Trip: Students will be assigned work that is directly related to the current material being taught in class.

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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):

Lynsey Butler, Nick Lucas, and possibly other parents.

10. What is the total number of students going on the trip? 20-25

11. How much regular classroom instructional time will be missed? 3 days

12. What is the approximate cost of the trip per student? \$50- \$100 (optional Dixie Stampede tickets &)

13. How are you funding the trip? OCCHS FFA

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) Glenstone Lodge \$78/night

(4) Mileage

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

Signed: Lynsey Butler Date: 2/19/10
(Teacher Requesting Trip)

Approved By: Linda Cropper Date: 2/22/10
(Signature of Principal)

Approved By: [Signature] Date: 2/22/10
(Signature of Assistant Director of Schools)

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

Approved by Board (if necessary): _____

Remarks or Conditions: The cost of this trip will be paid for by OCCHS FFA, however any additional activities that require purchasing

tickets in advance will be paid for by students. These activities will be optional.