

Overnight

Administrative Procedure

Request for Field Trip

Teacher's Name

Laura Pitts / Casey Webb / Gwin Wood
School OCCHS

Destination (include address)

Gaylord Opryland Hotel 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)

Beta Club

1. How is this trip an integral part of an approved course of study? academic competition and a reward for academic achievement and community service

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

a. CDC breakfast

b. Community service at Magnolia Place

c. Clothing Drive

d. Tutoring at Elementary schools

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

a. _____

b. _____

c. _____

d. _____

4. Transportation Requested:

1 bus

5. Date of Trip:

April 5-7, 2010

6. Substitutes Requested (if necessary):

Casey Webb, Laura Pitts, Gwin Wood

7. Parental Permission Forms Received:

will receive prior to trip

8. Plans of Students Not Going On Trip:

N/A

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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):

Laura Pitts

Gwin Wood

Casey Webb

10. What is the total number of students going on the trip? 30

11. How much regular classroom instructional time will be missed? 2 1/2 days

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

13. How are you funding the trip? Sold T-shirts, Doughnut sales

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: Laura Pitts Date: 2-26-10
(Teacher Requesting Trip)

Approved By: Linda Cresser Date: 2/26/10
(Signature of Principal)

Approved By: Nancy Hamilton, Supervisor Date: 3/1/10
(Signature of Assistant Director of Schools) of Instruction

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

Approved by Board (if necessary): _____

Remarks or Conditions: _____