

Overnight

Request for Field Trip

Teacher's Name Amy Montgomery and Michelle Bruner School OCCHS

Destination (include address) 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) Grades 9-12 Subject Area (secondary) FACS

1. How is this trip an integral part of an approved course of study? _____

Leadership skills needed as required for FACS classes/Students prepare and present

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

a. Preparing contest requirements/Researching materials needed

b. Preparing speeches

c. Preparing posters/displays

d. Practicing before classmates

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

a. Thank you notes for those who helped us make it to State

b. Prepare for Nationals if necessary

c. _____

d. _____

4. Transportation Requested: 3 vans/ or 2 vans and 1 car/ or 1 bus

5. Date of Trip: April 6-8, 2010

6. Substitutes Requested (if necessary): 2 (1 for Montgomery, 1 for Bruner)

7. Parental Permission Forms Received: Yes

8. Plans of Students Not Going On Trip: Classwork/bookwork

Administrative Procedure

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):

Amy Montgomery

Michelle Bruner

Kim York

10. What is the total number of students going on the trip? 15

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

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

13. How are you funding the trip? FCCLA Funds from Talent Show money and other fund raisers

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) Parking

Signed: Amy Montgomery Michelle Bruner Date: 02-25-10
(Teacher Requesting Trip)

Approved By: Jinda Crigger Date: 2/25/10
(Signature of Principal)

Approved By: [Signature] Date: 2/25/10
(Signature of Assistant Director of Schools)

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

Approved by Board (if necessary): _____

Remarks or Conditions: _____