

Administrative Procedure

Request for Field Trip

Teacher's Name Terrance Moore; Beth McManus *(FTA Club Advisors)* School OCCHS

Destination (include address) March 25-26, 2010 Embassy Suites - Nashville, Tennessee

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) Education *FTA Club*

1. How is this trip an integral part of an approved course of study? The students will experience the Future Teachers of America F.T.A. conference at state level to further their interest in the field of education

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

a. Each student was required to attend ten meetings and 3 service projects.

b. Students were required to submit an item for competition.

c. Student grade requirement were set and maintained

d. _____

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

a. Teaching lessons to the OCCHS CDC class using information gained from break out sessions

b. Students will share information gained form convention with perspective new members

c. _____

d. _____

4. Transportation Requested: 2 mini vans

5. Date of Trip: March 25-26, 2010

6. Substitutes Requested (if necessary): 2

7. Parental Permission Forms Received: will be sent out 2 weeks before the trip

8. Plans of Students Not Going On Trip: will attend regular classes

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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):

Terrance Moore; Beth McManus

10. What is the total number of students going on the trip? 8

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

12. What is the approximate cost of the trip per student? 2 meals

13. How are you funding the trip? 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)

Signed: Terrance Moore

(Teacher Requesting Trip)

Date: 2-19-10

Approved By: Linda Crayton

(Signature of Principal)

Date: 2/19/10

Approved By: [Signature]

(Signature of Assistant Director of Schools)

Date: 2/22/10

Approved By: _____

(Signature of Director of Schools)

Date: _____

Approved by Board (if necessary): _____

Remarks or Conditions: _____