

overnight

Administrative Procedure

Request for Field Trip

Teacher's Name Kay Cooper School Obion Co. Central

Destination (include address) Tennessee State University, Avon Williams Campus, 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 -SCOPE-

Grade Level (elementary) \_\_\_\_\_ Subject Area (secondary) Student Congress on Policies in Education

1. How is this trip an integral part of an approved course of study? SCOPE allows students to enhance their leadership skills by participating in mock school board meetings, group discussions, and debates on current topics in education.

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

a. The four chosen students will attend the March 8<sup>th</sup> school board meeting.

b. \_\_\_\_\_

c. \_\_\_\_\_

d. \_\_\_\_\_

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

a. These students will give a report on the SCOPE conference at the April board meeting.

b. \_\_\_\_\_

c. \_\_\_\_\_

d. \_\_\_\_\_

4. Transportation Requested: School Van - Transportation Form has been submitted.

5. Date of Trip: March 11<sup>th</sup> & 12<sup>th</sup>, 2010

6. Substitutes Requested (if necessary): —

7. Parental Permission Forms Received: Yes

8. Plans of Students Not Going On Trip: \_\_\_\_\_

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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):

Kay Cooper OC Counselor

Pam Burrow SF Counselor

10. What is the total number of students going on the trip? 4

11. How much regular classroom instructional time will be missed? 1/2 day (Mar. 11th) <sup>2 instructional periods</sup>  
School not in session on March 12th

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

13. How are you funding the trip? Expenses covered by the Board of

14. Place a check by the expenses you plan to submit for reimbursement: Educator

(1) Registration

(2) Meals

(3) Lodging (include name of hotel and cost per night) 1111 Holiday Inn Express Airport Center Dr. #99/night for 3 rooms  
Nashville, TN 37214

(4) Mileage

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

Signed: Kay Cooper, Counselor Date: 2/25/2010  
(Teacher Requesting Trip)

Approved By: [Signature] 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: \_\_\_\_\_