

## Request for Field Trip

Teacher's Name Norma Bailey School South Fulton Middle/High

Destination (include address) Marriott Hotel, Chattanooga, 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) Vocational Business

1. How is this trip an integral part of an approved course of study? This trip is to attend the state conference for FBLA to allow students to compete in business related competitive events.

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

a. Students selected for their competitive events;

b. Help students prepare & practice for their competition;

c. Inform students of conference rules, dress code & behavior expected at conference;

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

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

a. Review & share conference/competition experiences;

b. Discuss/share other competitive events for next conference;

c. Share information they obtained from sessions attended;

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

4. Transportation Requested: Private vehicle

5. Date of Trip: April 18-21, 2010

6. Substitutes Requested (if necessary): Yes

7. Parental Permission Forms Received: Yes

8. Plans of Students Not Going On Trip: Lesson plans will be left for substitute to follow

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):

Norma Bailey

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10. What is the total number of students going on the trip? 2

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

12. What is the approximate cost of the trip per student? \$234 per student (3 nights lodging/registration)

13. How are you funding the trip? club funds raised from fundraisers

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) Marriott Hotel (\$116/per night)

(4) Mileage

(5) Other anticipated expenses such as parking (specify) \$10 per night

Signed: Norma Bailey Date: 2/25/2010  
(Teacher Requesting Trip)

Approved By: [Signature] Date: 2/25/10  
(Signature of Principal)

Approved By: [Signature] Date: 3/7/10  
(Signature of Assistant Director of Schools)

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature of Director of Schools)

Approved by Board (if necessary): \_\_\_\_\_

Remarks or Conditions: \_\_\_\_\_