

## Administrative Procedure

**Request for Field Trip**Teacher's Name Lynsey ButlerSchool OCCHSDestination (include address) Washington, DC

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) Agriculture 9-12

1. How is this trip an integral part of an approved course of study? One of our student's placed 3rd in the State FFA Creed Contest, therefore she won a trip to the Washington Leadership Conference

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

a. Successful outcomes of numerous contests.

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

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

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

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

a. Mary Helen will develop a lifetime of memories and a better understanding of how our govern-

b. ment operates in DC.

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

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

4. Transportation Requested: 1 van

5. Date of Trip: July 4th thru 11th (dates may slightly change due to travel, but no longer than these)

6. Substitutes Requested (if necessary): N/A

7. Parental Permission Forms Received: Will collect prior to departure.

8. Plans of Students Not Going On Trip: N/A

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):

Lynsey Butler

10. What is the total number of students going on the trip? 1

11. How much regular classroom instructional time will be missed? None

12. What is the approximate cost of the trip per student? ~~\$200 or less (food during travel)~~ \$0

13. How are you funding the trip? Perkins funding?

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: Lynsey Butler Date: 4/7/10  
(Teacher Requesting Trip)

Approved By: Linda Cragg Date: 4/8/10  
(Signature of Principal)

Approved By: [Signature] Date: 4/8/10  
(Signature of Assistant Director of Schools)

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

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

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