

Administrative Procedure

Request for Field TripTeacher's Name Nikki Netherland School South Fulton ElementaryDestination (include address) Huntsville Space and Rocket Center, Tranquility Base, Huntsville, Al 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 ManualGrade Level (elementary) 2-5 PLUS Subject Area (secondary) _____

1. How is this trip an integral part of an approved course of study? This trip was originally planned for Spring of 2009, but was delayed due to swine flu. The space center kept the down payment for
2. Prior to this field trip the class will be involved in the following preliminary activities to prepare for this trip:
 - a. Research the history of the space program using time lines. Use the pre visit curriculum provided
 - b. Compare and identify various star patterns. Become familiar with appropriate vocabulary.
 - c. Compare and contrast the compositions of the planets and their moons
 - d. Demonstrate the effects variables have on the flight of a paper airplane
3. Follow-up activities for this unit will include the following activities:
 - a. Complete the post visit activities provided by the Space Center to meet TN SPI's
 - b. Build and launch a rocket
 - c. Analyze features of our moon compared to other moons
 - d. Participate in simulation games on moon survival
4. Transportation Requested: Yes, 2 busses
5. Date of Trip: October 9-10, 2009 Friday & Saturday
6. Substitutes Requested (if necessary): Yes, one for Heather Mayfield and one for Nikki Netherland
7. Parental Permission Forms Received: They will be sent home tomorrow
8. Plans of Students Not Going On Trip: They will stay in their classrooms

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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):

There will be at least one chaperone for every three students due to them staying in hotel rooms. Or adult and three students will be in a room. Approximately 30 total adults will go.

10. What is the total number of students going on the trip? 40

11. How much regular classroom instructional time will be missed? one day(Friday)

12. What is the approximate cost of the trip per student? \$80

13. How are you funding the trip? Donations from parents

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: Melki Wetherland Date: 8-24-09
(Teacher Requesting Trip)

Approved By: Euse Braswell Date: 8-24-09
(Signature of Principal)

Approved By: [Signature] Date: 8/24/09
(Signature of Assistant Director of Schools)

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

Approved by Board (if necessary): _____

Remarks or Conditions: This is the trip that was called off last year