

Administrative Procedure

Request for Field Trip

Teacher's Name Lynsey Butler & Nick Lucas School OCCHS

Destination (include address) Indianapolis, IN

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

1. How is this trip an integral part of an approved course of study? This is National FFA Convention, which is an integral part of every agriculture classroom and curriculum.

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

a. Only a select few students will be chosen to go to National FFA Convention. This will be based

b. on grade, attendance, involvement, etc.

c. _____

d. _____

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

a. All students will be required to make a presentation to their class informing other students about

b. the convention.

c. _____

d. _____

4. Transportation Requested: Yes, 1 van

5. Date of Trip: October 21, 22, 23, & 24, 2009

6. Substitutes Requested (if necessary): Yes

7. Parental Permission Forms Received: Will have prior to the trip.

8. Plans of Students Not Going On Trip: Students will be assigned work based on the unit that is currently being discussed in class.

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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):

Nick Lucas & Lynsey Butler

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

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

12. What is the approximate cost of the trip per student? Approximate cost is \$100-\$150 per student

13. How are you funding the trip? Students, FFA, and possibly OC FFA Alumni

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) (Voc.) Hilton Indianapolis \$197.20/night

(4) Mileage

(5) Other anticipated expenses such as parking (specify) Reimbursed with Vocational Funds

Signed: Lynsey Butler Nick Lucas
(Teacher Requesting Trip)

Date: 9/2/09

Approved By: Linda C. Skott
(Signature of Principal)

Date: 9/2/09

Approved By: [Signature]
(Signature of Assistant Director of Schools)

Date: 9/3/09

Approved By: _____
(Signature of Director of Schools)

Date: _____

Approved by Board (if necessary): _____

Remarks or Conditions: Meals and registration should be paid with Perkins? (vocational funds)