

Administrative Procedure

Request for Field TripTeacher's Name Mr. KerrSchool Obion Co. CentralDestination (include address) Cook Convention Center/Canon Performing Arts Center Memphis, 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) Band

1. How is this trip an integral part of an approved course of study? These students will have auditioned and been selected for the All West Tennessee Bands
2. Prior to this field trip the class will be involved in the following preliminary activities to prepare for this trip:
 - a. The students will learn all 12 major scales.
 - b. The students will prepare extra music for the audition process
 - c. The students will work on sight reading skills
 - d. The students will have been taught how to prepare and present themselves for an audition
3. Follow-up activities for this unit will include the following activities:
 - a. Students will share their experiences with the other students in band
 - b. Students will be able to encourage others to participate in the audition process
 - c. _____
 - d. _____
4. Transportation Requested: Yes
5. Date of Trip: January 27th - 29th, 2010
6. Substitutes Requested (if necessary): Yes
7. Parental Permission Forms Received: Yes
8. Plans of Students Not Going On Trip: Appropriate musical lessons which continue to improve student's musical skills

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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):

Mr. Kerr

10. What is the total number of students going on the trip? TBD (minimum 1, maximum of 8)

11. How much regular classroom instructional time will be missed? Maximum of 2 days

12. What is the approximate cost of the trip per student? \$150.00

13. How are you funding the trip? Via Band Boosters

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: Jon W. Kerr Date: 9/23/09
(Teacher Requesting Trip)

Approved By: Linda C. Short Date: 9/23/09
(Signature of Principal)

Approved By: [Signature] Date: 9/23/09
(Signature of Assistant Director of Schools)

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

Approved by Board (if necessary): _____

Remarks or Conditions: _____