

Administrative Procedure

Request for Field Trip

Teacher's Name Michelle Johnston School OCHS

Destination (include address) Nashville, TN - Opryland Hotel

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) HOSA

1. How is this trip an integral part of an approved course of study? Students who advance from Regional competition will compete @ State Competition

2. Prior to this field trip the class will be involved in the following preliminary activities to prepare for this trip:
a. Students will compete @ Regional competition - Jackson TN

3. Follow-up activities for this unit will include the following activities:
a. Students who qualify @ State Competition will compete @ Nationals @ Anaheim, California

4. Transportation Requested: Bus - Yes

5. Date of Trip: FEB 28 - March 2, 2011

6. Substitutes Requested (if necessary): yes 28th, 1st, 2nd - Vicki & Mici

7. Parental Permission Forms Received: yes

8. Plans of Students Not Going On Trip: Assignments provided

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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):

Michelle Johnston

Pam Barbom

Daniel Johnston

Jim Barbom

Vicki Orenshaw

10. What is the total number of students going on the trip? 15-24

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

12. What is the approximate cost of the trip per student? 0

13. How are you funding the trip? HOSA

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: Michelle Johnston
(Teacher Requesting Trip)

Date: 1-19-11

Approved By: Jinda (Prager)
(Signature of Principal)

Date: 1/19/11

Approved By: Del Hillwood
(Signature of Assistant Director of Schools)

Date: 1-20-11

Approved By: _____
(Signature of Director of Schools)

Date: _____

Approved by Board (if necessary): _____

Remarks or Conditions: _____