

Request for Field Trip

Teacher's Name Norma Bailey School South Fulton Middle/High

Destination (include address) Marriott Chattanooga Convention Center, Chattanooga, 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) Vocational Business

1. How is this trip an integral part of an approved course of study? FBLA State level competition for vocational students who have placed in District competition or competing in state competitions.

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

a. Discussing issues such as business ethics to prepare team competition or test taking

b. Role play job interviews

c. Reviewing Excel spreadsheet basics & macros for competition

d. Forming teams that are competing at state level in Business Ethics & Management Decision

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

a. Brief summary given by students attending in all business vocational classes

b. Review score sheet with competing students

c. _____

d. _____

4. Transportation Requested: School Bus

5. Date of Trip: April 3-6, 2011

6. Substitutes Requested (if necessary): Yes

7. Parental Permission Forms Received: Yes

8. Plans of Students Not Going On Trip: Lesson plans will be left for substitute

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):

Norma Bailey

10. What is the total number of students going on the trip? 12

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

12. What is the approximate cost of the trip per student? 245.00

13. How are you funding the trip? Club fund raisers & club donations

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) Marriett or Bridgestone aprx. 200/night

(4) Mileage

(5) Other anticipated expenses such as parking (specify) _____

Signed: Norma Bailey
(Teacher Requesting Trip)

Date: 2/1/2011

Approved By: [Signature]
(Signature of Principal)

Date: 2/1/11

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

Date: 2/1/11

Approved By: _____
(Signature of Director of Schools)

Date: _____

Approved by Board (if necessary): _____

Remarks or Conditions: _____