

Administrative Procedure

Request for Field Trip

Teacher's Name Lynsey Butler & Nick Lucas

School OCCHS

Destination (include address) Glenstone Lodge 504 Historic Nature Trail Gatlinburg, TN 37738

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 9-12

1. How is this trip an integral part of an approved course of study? This is the State FFA Convention.

Students have worked hard and participated in various events throughout the year to qualify for

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

a. Students must have met the qualifications to attend. (competing in contests, participating in

chapter activities and fundraisers, etc.)

c. _____

d. _____

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

a. Students will gain a world of knowledge at this convention. They will experience public

speaking seminars, workshops on leadership, & various lessons on life skills & their future. All

of the information learned will not only benefit students in their futures, but they will also inform

other students at OCCHS of the agriculture field & what it & the FFA may hold for their future.

4. Transportation Requested: 1 bus

5. Date of Trip: 3/27/11 thru 3/30/11

6. Substitutes Requested (if necessary): 2 subs for 3 days (Lynsey & Nick- 3/28, 3/29, & 3/30)

7. Parental Permission Forms Received: Will collect 1 week prior to departure.

8. Plans of Students Not Going On Trip: Students will be given assignments based on the current material being taught 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):

Lynsey Butler & Nick Lucas

(1-2 parents possibly)

10. What is the total number of students going on the trip? 20-22

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? OCCHS FFA

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) Glenstone Lodge \$78 + tax/night

(4) Mileage

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

Signed: Lynsey Butler

(Teacher Requesting Trip)

Date: 2/9/11

Approved By: Linda Cross

(Signature of Principal)

Date: 2/9/11

Approved By: Ral Holland

(Signature of Assistant Director of Schools)

Date: 2/11/11

Approved By: _____

(Signature of Director of Schools)

Date: _____

Approved by Board (if necessary): _____

Remarks or Conditions: State FFA Convention- March 27th thru 30th