

# Request for Field Trip

Teacher's Name Terrance Moore

School O.C.C.H.S.

Destination (include address) Embassy Suites Hotel 10 Century Blvd. Nashville, TN 37214

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) Club

1. How is this trip an integral part of an approved course of study? Students will gain knowledge needed to become effective teachers

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

a. make a scrapbook

b. creative writing

c. poetry writing

d. make a poster board

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

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

d. \_\_\_\_\_

4. Transportation Requested: 2 or 3 mini vans

5. Date of Trip: March 24- 25, 2011

6. Substitutes Requested (if necessary): 2 or 3 (depending on qualifying members)

7. Parental Permission Forms Received: prior to trip

8. Plans of Students Not Going On Trip: N/A

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):

Terrance Moore, Beth McManus

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

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

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

13. How are you funding the trip? Fund-raisers

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: Terrance Moore  
(Teacher Requesting Trip)

Date: 2/18/11

Approved By: [Signature]  
(Signature of Principal)

Date: 2/18/11

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

Date: 2/18/11

Approved By: \_\_\_\_\_  
(Signature of Director of Schools)

Date: \_\_\_\_\_

Approved by Board (if necessary): \_\_\_\_\_

Remarks or Conditions: \_\_\_\_\_