

Overnight

Administrative Procedure

Request for Field Trip

Teacher's Name Kyle Gehring School South Fulton High School

Destination (include address) Glenstone Lodge 504 Historic Nature Trail Gettysburg TN 37733

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

1. How is this trip an integral part of an approved course of study? This trip is for the FFA Convention. FFA is an integral part of all Agricultural related curriculums

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

- a. Students will gain an understanding of the FFA and its benefits
- b. Students will go over the rules for the trip and give request
- c. We will go over how to budget their spending money
- d. We will go over an agenda for when we will be going to certain mee

forms + parent

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

- a. Presenting information gathered from convention to our school
- b. Use the enthusiasm and techniques gained in growing our FFA Chapter
- c. Develop a greater relationship with our community by service pro
- d. Plan for next year's activities in FFA to improve our organization

4. Transportation Requested: Yes

5. Date of Trip: March 27th - 30th

6. Substitutes Requested (if necessary): _____

7. Parental Permission Forms Received: Will be received prior to trip

8. Plans of Students Not Going On Trip: Set of assignments will be assigned for the students to work on to ensure learning related to the curriculum is being completed

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):

Penny Johansen

Kyle Gehring

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

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

12. What is the approximate cost of the trip per student? All cost is paid for by FFA Account

13. How are you funding the trip? FFA Account / FFA Alumni -> Fundraisers

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 \$60 Total

(4) Mileage

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

Signed: Kyle Gehring (Teacher Requesting Trip) Date: 3/1/11

Approved By: Kent Franklin (Signature of Principal) Date: 3/1/11

Approved By: Dal Heddell (Signature of Assistant Director of Schools) Date: 3-1-11

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

Approved by Board (if necessary): _____

Remarks or Conditions: _____