

Administrative Procedure

Request for Field TripTeacher's Name Lynsey Butler & Nick LucasSchool OCCHSDestination (include address) Buffalo River Canoe Campground in Waverly, 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) Agriculture 10-12

1. How is this trip an integral part of an approved course of study? This is an officer retreat for the newly elected FFA officers.

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

a. Students must be a current FFA member and officer.

b. Officers must have attended summer leadership training camp.

c. Officers must come prepared and ready to work and plan leadership activities.

d. _____

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

a. Officers will plan out budgets, yearly activities, fundraisers, membership drives, community

b. service projects, meetings, and various other leadership activities that the Obion County Central

c. FFA Chapter will host and participate throughout the 2010-2011 school year.

d. This year's officers are going to be required to step up and take on more responsibilities!

4. Transportation Requested: 1 van

5. Date of Trip: September 24th thru 26th

6. Substitutes Requested (if necessary): None

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

8. Plans of Students Not Going On Trip: N/A- Leaving Friday evening and returning Sunday afternoon

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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):

2- Lynsey Butler & Nick Lucas

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

11. How much regular classroom instructional time will be missed? None

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)

(4) Mileage

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

Signed: Lynsey Butler
(Teacher Requesting Trip)

Date: 8/19/10

Approved By: Joyda Crigger
(Signature of Principal)

Date: 8/19/10

Approved By: Rod Hollenwell
(Signature of Assistant Director of Schools)

Date: 8/24/10

Approved By: _____
(Signature of Director of Schools)

Date: _____

Approved by Board (if necessary): _____

Remarks or Conditions: _____

528 Highway 51 North
Troy, TN 38260
Phone: 731-536-4688
Fax: 731-536-0469

OBION COUNTY
CENTRAL HIGH SCHOOL

FAX

To: Mr. James Faulkner

From: Ms. Linda Ciggero

Fax: _____

Pages: 3

Phone: _____ Date: 8/19/10

Re: Field Trip Request CC: _____

Urgent For Review Please Comment Please Reply

COMMENTS: Ag. 9/24-9/26/10 Buffalo River-
FFA Officers Waverly TN:

① They plan on staying in cabins, they have made arrangements for them if the trip is approved.

Dale