

Administrative Procedure

Request for Field TripTeacher's Name Lynsey Butler & Nick LucasSchool OCCHSDestination (include address) Indianapolis, IN 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 (clementary) _____

Subject Area (secondary) Agriculture 9-12

1. How is this trip an integral part of an approved course of study? This is National FFA Convention which is an intra-curricular part of all agriculture classes.

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

a. Students attending the convention will have earned the trip by participating in fundraisers,

b. various activities, contests, and leadership events. They MUST qualify to go prior to the trip.

c. _____

d. _____

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

a. Students will share leadership experiences learned with the rest of the FFA chapter and the

b. students in each class currently being taught.

c. _____

d. _____

4. Transportation Requested: 1 bus (riding with South Fulton FFA)

5. Date of Trip: October 19th thru October 23rd

6. Substitutes Requested (if necessary): Yes, for Lynsey & Nick Oct. 20, 21, & 22

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

8. Plans of Students Not Going On Trip: Students will be given an assignment that is directly related to the material being taught in class at that time.

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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, and possibly Russ Davis

10. What is the total number of students going on the trip? 14

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

12. What is the approximate cost of the trip per student? Students will only have to pay for extra activities

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: 9/16/10

Approved By: *Janice Crayton*
(Signature of Principal)

Date: 9/17/10

Approved By: *Ral Feltwell*
(Signature of Assistant Director of Schools)

Date: 9/20/10

Approved By: _____
(Signature of Director of Schools)

Date: _____

Approved by Board (if necessary): _____

Remarks or Conditions: _____