

Administrative Procedure

Request for Field Trip

Teacher's Name Tammy Sisson

School South Fulton Middle

Destination (include address) Opryland Hotel Nashville, 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) 7th-8th Jr High Beta Subject Area (secondary) _____

1. How is this trip an integral part of an approved course of study? The students will compete in

academic and creative activities.

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

a. Preparing for academic competitions

b. Working on scrapbook

c. Working on various crafts projects

d. _____

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

a. If we win at state, we will prepare for Nationals.

b. _____

c. _____

d. _____

4. Transportation Requested: Bus (would like to have the one with storage underneath)

5. Date of Trip: Nov. 21-23, 2010

6. Substitutes Requested (if necessary): 2

7. Parental Permission Forms Received: Yes

8. Plans of Students Not Going On Trip: will be working 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):

Tammy Sisson, Brandi Cantrell, Wanda Seratt, Chuck Seratt

10. What is the total number of students going on the trip? 35

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

12. What is the approximate cost of the trip per student? \$125

13. How are you funding the trip? (club funds)

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: [Signature] Date: 9-2-10
(Teacher Requesting Trip)

Approved By: [Signature] Date: 9/8/10
(Signature of Principal)

Approved By: [Signature] Date: 9/9/10
(Signature of Assistant Director of Schools)

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

Approved by Board (if necessary): _____

Remarks or Conditions: _____