

## Administrative Procedure

**Request for Field Trip**Teacher's Name Kyle Gehring School South Fulton High SchoolDestination (include address) 5040 S. East St. Indianapolis, IN 46227 (Comfort Inn South) 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 ManualGrade Level (elementary) \_\_\_\_\_ Subject Area (secondary) Agriculture 9-12

1. How is this trip an integral part of an approved course of study? FFA is an important factor in each course of study offered. FFA is aligned with many of the curriculums offered in Agriculture.
2. Prior to this field trip the class will be involved in the following preliminary activities to prepare for this trip:
  - a. FFA Mum Fundraiser
  - b. South Fulton FFA Chapter Meetings
  - c. Introduction to the History of FFA
  - d. FFA Officer Responsibilities
3. Follow-up activities for this unit will include the following activities:
  - a. Increase Involvement in our FFA Chapter
  - b. Motivation shared with other FFA members
  - c. Leadership activities that my officers share with my FFA members
  - d. Community activities to share the knowledge and experiences gained from National Convention
4. Transportation Requested: 1 Bus (We will ride with OCCHS)
5. Date of Trip: 10/19/10 - 10/23/10
6. Substitutes Requested (if necessary): Yes
7. Parental Permission Forms Received: We will collect permissions prior to departure
8. Plans of Students Not Going On Trip: I will leave assignments for the students who are not going.  
The assignments will be relevant and in line with the standards covered before the trip.

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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):

Kyle Gehring, Lisa Stem, Penny Johansen

10. What is the total number of students going on the trip? 9 students

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

12. What is the approximate cost of the trip per student? Only money needed for extra expenses (food)

13. How are you funding the trip? FFA Account/ FFA Alumni Donation

14. Place a check by the expenses you plan to submit for reimbursement:

(1) Registration

(2) Meals — Teacher's expenses for food

(3) Lodging (include name of hotel and cost per night) \_\_\_\_\_

(4) Mileage

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

Signed: Kyle Gehring Date: 9/22/10  
 (Teacher Requesting Trip)

Approved By: G.S.B. Date: 9/22/10  
 (Signature of Principal)

Approved By: Dal Hollowell Date: 9/22/10  
 (Signature of Assistant Director of Schools)

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

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

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