

### Request for Field Trip

Teacher's Name Melissa Logan School Black Oak School

Destination (include address) Pink Palace, Le Bohnour Children's Hospital, Zoo-Memphis, 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) 5th-7th Graders

1. How is this trip an integral part of an approved course of study? PLUS Class-expand knowledge and spark creativity

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

a. Learn about rat anatomy

b. Make posters/flyers regarding Le Bohnour Children's Hospital Service Learning Project

c. Learn about Antarctica

d. \_\_\_\_\_

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

a. Oral report to class regarding their trip/learning experiences

b. \_\_\_\_\_

c. \_\_\_\_\_

d. \_\_\_\_\_

4. Transportation Requested: Yes

5. Date of Trip: May 11-12, 2012 (Friday, Saturday)

6. Substitutes Requested (if necessary): Yes

7. Parental Permission Forms Received: Yes

8. Plans of Students Not Going On Trip: Will continue regular school schedule

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):

Melissa Logan

Shanna Ferguson

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

11. How much regular classroom instructional time will be missed? All day

12. What is the approximate cost of the trip per student? None

13. How are you funding the trip? PLUS Account

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: Melissa Logan Date: 01/05/12  
(Teacher Requesting Trip)

Approved By: Shula Stone Date: 1-11-12  
(Signature of Principal)

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

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

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

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

Itinerary May 10<sup>th</sup>, 2012

6:45am Depart  
8:45 Arrive at Pink Palace/Tour Exhibits  
9:30 Lab at Pink Palace (Polar Trek Teacher)  
11:00 Planetarium (Seasonal Show-Approx. 40 minutes)  
11:50-12:45 (Eat Sack Lunch) – *will be provided*  
1:00 IMAX (Tornado Alley)  
2:00-2:30 Tour Exhibits  
2:30 Depart/Travel to Le Bonheur  
3:00-4:30 Visit with children at Le Bonheur/Take needed items  
4:30 Depart/Travel to Hotel  
5:00 Arrive at Hotel/Check into rooms  
5:30-7:00 Eat from free dinner bar  
7:00- ????? Swim/Relax/Watch TV

Itinerary May 11<sup>th</sup>, 2012

7:00-8:00am Eat from free breakfast bar  
8:15am Meet in Hotel Lobby  
8:30 Depart from hotel  
9:00 Arrive at Zoo/Tour Zoo in designated groups  
10:15 Meet at designated meeting location  
10:30-11:30 Dissect rat  
11:30-3:30 Eat/Tour zoo in designated groups  
3:30 Meet at designated meeting location  
3:45 Depart from Memphis Zoo/Travel home\*  
6:15 Arrive at Black Oak School  
\*(May eat supper on the way home-currently taking a vote)


Dear Mr. Hollowell,

I would like to be placed on the agenda for the upcoming Board of Education meeting to be held in February. I am seeking permission to take the Black Oak PLUS Class on an overnight trip to Memphis, TN, on May 10<sup>th</sup>-11<sup>th</sup>, 2012.

We are planning to visit the Pink Palace, Le Bonheur Children's Hospital, and the Memphis Zoo. There are eleven PLUS students and approximately ten to twelve parents planning to attend. We will be traveling by school bus.

Please let me know if I need to do anything further to aid in this approval. I have also included a tentative itinerary of events with this faxed letter.

Thank You,

  
Melissa Logan, MS  
Guidance Counselor