

Administrative Procedure

Request for Field Trip

Teacher's Name Andy Zimmerman School OCCHS

Destination (include address) Austin Peay State University - Clarksville, TN 37044

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) Academic Decathlon

1. How is this trip an integral part of an approved course of study? _____

State Championship Competition

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

a. _____

b. _____

c. _____

d. _____

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

a. _____

b. _____

c. _____

d. _____

4. Transportation Requested: Yes - School Bus

5. Date of Trip: Feb. 23th - 25th

6. Substitutes Requested (if necessary): Yes for ^{24th} 23rd of February

7. Parental Permission Forms Received: In Progress

8. Plans of Students Not Going On Trip: Lessons made available for Substitutes.

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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):

Andy Zimmerman

Female chaperone to be announced

10. What is the total number of students going on the trip? 17

11. How much regular classroom instructional time will be missed? 1 day

12. What is the approximate cost of the trip per student? breakfast and lunch

13. How are you funding the trip? Academic Decathlon budget money

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) possible school bus parking fee

Signed: _____ Date: 01-25

(Teacher Requesting Trip)

Approved By: _____ Date: 1-26-12

(Signature of Principal)

Approved By: _____ Date: 1-26-12

(Signature of Assistant Director of Schools)

Approved By: _____ Date: _____

(Signature of Director of Schools)

Approved by Board (if necessary): _____

Remarks or Conditions: _____

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Requesting Driver
Ben Glover

Request for Transportation

INSTRUCTIONS:

1. Complete all items in Part A and submit to your principal for his/her approval.
2. This form must be approved and forwarded to the transportation office by the principal at least two weeks preceding the date of the trip.
3. Time: Trips are to be planned, if at all possible, between the hours of 9:00 a.m. and 2:00 p.m. If a trip is to extend beyond these times, special arrangements will be needed. Special arrangements to be completed by the director of transportation and the principal.
4. *Bus Conduct Rules and Regulations* shall be enforced by the sponsor.
5. Approval of trips is subject to availability of busses.
6. No more than five(5) chaperones per bus.
7. Approved and scheduled requests will be returned to the building principal.

Part A:

Date Submitted: 01-23-2012

School: OCCHS

Requesting Driver
Ben Glover

Group or Activity Requesting Transportation: Academic Decathlon

Sponsor: Andy Zimmerman

Charged or bill to: Academic Decathlon Budget

Trip Date: Feb. 23-25, 2012

of Buses: 1

of Students: 17

of Chaperones: 2

Do You Need A Driver? Yes No If Not, Who Is Driving? _____

Specific Location of Loading Place: OCCHS

Times: Loading: TBD

Leaving School: TBD

Arrive First Destination: TBD

Leave Last Destination: TBD

Return: TBD

Trip Itinerary and Item(s) of Special Note should be included on the back of this form. Any stops between points must be approved by the principal.

Destination: TBD - hotel and Austin Peay in Clarksville, TN

Physical Address: TBD

Part B: (For administrative use - building level)

Request Approved

Request Denied

Date of Approval/Denial 1-26-12

Building Principal Signature

Part C: (For transportation office)

Request Approved

Request Denied

Type of Transportation: District Bus: _____

Chartered Bus: _____

Other: _____

Supervisor of Transportation Signature _____

Approximate Cost: _____