

Request for Field Trip

Teacher's Name Suzanne Hill School OCCHS

Destination (include address) Atlanta, Georgia (various destinations)

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) Art Club

1. How is this trip an integral part of an approved course of study? Students will view original works of art, meet with artists, see architecture.
2. Prior to this field trip the class will be involved in the following preliminary activities to prepare for this trip:
 - a. Officers research area including art-related attractions
 - b. lodging, & restaurants. They choose itinerary & make
 - c. necessary contacts. All participating students help with
 - d. after-school art lessons for K-8 students & attend informational meetings.
3. Follow-up activities for this unit will include the following activities:
 - a. Discussion & critique of viewed artwork &
 - b. architecture. Scrapbook will be created in
 - c. order to share experiences & information
 - d. with others.
4. Transportation Requested: 1 school bus
5. Date of Trip: March 29- April 2
6. Substitutes Requested (if necessary): 1 per participating faculty member
7. Parental Permission Forms Received: 2 weeks prior to trip
8. Plans of Students Not Going On Trip: Continue with pre-assigned projects.

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):

Suzanne + Danny Hill
Glen + Carol Marshall
Jan Smothers + Polly Putman

10. What is the total number of students going on the trip? appx. 20

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

12. What is the approximate cost of the trip per student? 0

13. How are you funding the trip? Art Club fundraisers

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

- (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: Suzanne Hill Date: 1/4/12
 (Teacher Requesting Trip)

Approved By: Linda Cruz Date: 1/5/12
 (Signature of Principal)

Approved By: Paul H. [Signature] Date: 1-5-12
 (Signature of Assistant Director of Schools)

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

Approved by Board (if necessary): _____

Remarks or Conditions: _____

**Senior Art Club Trip
2012**

DATES: Thursday, March 29 through Monday, April 2

(Students would leave school on Thursday at 3:00 PM, and thus would miss only one day of school for a 4 ½ day trip since school is out on Monday, April 2.)

DESTINATION: Atlanta, Georgia

ELIGIBILITY:

Art Club requirements: Any Art Club member who is currently a senior or in Art 3 plus Art Club officers; This includes a total of 37 eligible students. We anticipate 15-20. Requirements are as follows:

Participants must:

- *Work in 6 after-school art lessons
- *Participate in the product sale
- *Attend the senior trip planning meetings
- *Be actively involved in Art Club activities

School requirements: All students must be currently passing all classes, and have no attendance or disciplinary problems.

COST: Approximately \$5500 + meals (appx \$275 per student, based on 20 student estimate)

Transportation: \$900

Lodging: 8 quad rooms @ \$100 per night x 4 nights = \$3200

Admissions: \$40 per person x 30 people (includes all adults) = \$1200

Meals: 2 meals per day, responsibility of each individual; Breakfast provided

Miscellaneous: parking, scrapbook, etc.

FUNDING: Art Club pays all costs.

TRANSPORTATION: Obion County Schools bus

POINTS OF INTEREST:

Art Institute of Atlanta	World of Coca Cola	The Woodruff Arts Center
Just Kiln Time Pottery Shop	Fountain of Rings	Underground Atlanta
Norcross Ghost Tour	High Museum of Art	Oakland Cemetery
Georgia Aquarium	Zoo Atlanta	Callanwolde Fine Arts Center
Dialogue in the Dark	The Tabernacle	Stone Mountain

ADULT CHAPERONES:

Suzanne Hill, art teacher/advisor	Danny Hill, spouse
Glen Marshall, art teacher/advisor	Carol Marshall, spouse
Jan Smothers, faculty	Polly Putman, former faculty

ELIGIBLE STUDENTS:

Shakirah Bishop	Tiffany Bogle	Crystal Brady	Megan Cook
Jamie Davis	Kayla Dodd	Leah Farrah	Jacob Fuller
LaPrince Gauldin	Matt Hester	Lauren Jones	Jonathan Kelly
Morgan Kemp	Audrey McGarity	Taylor Moore	Jessica Williams
Chris Winkle	Colton Woodward	Jake Blakely	Rebecca Bloodworth
Caleb Bloxom	Savanna Brown	Johnny Cooper	Danielle Eaves
Kayla Ford	Savanna Garrison	Jenny Marshall	Nathan Mayse
Erick Morales	Derrick Pollock	Hope Powell	Austin Todd
Mason Warren	Korben Hagan	Monica Hill	Gage Riddle
Haley Riggs			

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: 1/4/12 School: OCCHS

Group or Activity Requesting Transportation: Art Club

Sponsor: Suzanne Hill Charged or bill to: Art Club

Trip Date: 3/29-4/2/12 # of Buses: 1 # of Students: 20 # of Chaperones: 6

Specific Location of Loading Place: front entrance of OCCHS

Times: Loading: 3 PM Leaving School: 3:15 PM Arrive First Destination: 12:00 AM
EST

Leave Last Destination: 1:00 PM Return: 7:00 PM
EST

Destination: Atlanta, Georgia

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.

Part B: (For administrative use - building level)

Request Approved Request Denied

Date of Approval/Denial 1-5-12 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: _____

Full itinerary will be available two weeks prior to trip.