

Request for Field Trip

Teacher's Name Amy Montgomery and Michelle Bruner

School OCCHS

Destination (include address) 2800 Opryland Drive Nashville, TN 37214

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) Family&ConsumerScien

1. How is this trip an integral part of an approved course of study? Leadership activities and competitions as listed in state standards for FCCLA
2. Prior to this field trip the class will be involved in the following preliminary activities to prepare for this trip:
 - a. OC FCCLA members plan and prepare projects and presentations for competition
 - b. Competitors practice, practice, practice and prepare for State competition
 - c. _____
 - d. _____
3. Follow-up activities for this unit will include the following activities:
 - a. Competitors reveal their winning status
 - b. _____
 - c. _____
 - d. _____
4. Transportation Requested: 2 vans (large van and medium van)
5. Date of Trip: April 10-12, 2012
6. Substitutes Requested (if necessary): 2 sub's (1 for Amy Montgomery, 1 for Michelle Bruner)
7. Parental Permission Forms Received: yes
8. Plans of Students Not Going On Trip: Lessons related to classwork to be done in class and turned in for a grade

Administrative Procedure

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):

Amy Montgomery and Michelle Bruner

10. What is the total number of students going on the trip? 15

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

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

13. How are you funding the trip? FCCLA 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: Amy Montgomery

Date: 01-20-12

(Teacher Requesting Trip)

Approved By: Linda C. Pappas

Date: 1-20-12

(Signature of Principal)

Approved By: Dal Holwell

Date: 1-20-12

(Signature of Assistant Director of Schools)

Approved By: _____

Date: _____

(Signature of Director of Schools)

Approved by Board (if necessary): _____

Remarks or Conditions: _____

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: 01/19/2012 School: OCCHS

Group or Activity Requesting Transportation: FCCLA Competitors

Sponsor: Amy Montgomery/Michelle Bruner Charged or bill to: Vocational

Trip Date: 04/10thru04/12/2012 # of Buses: 2 Vans # of Students: 15 # of Chaperones: 2

Do You Need A Driver? Yes No If Not, Who Is Driving? Amy/Michelle driving vans

Specific Location of Loading Place: Bus Garage

Times: Loading: 7:30 a.m. Leaving School: 7:30 a.m. Arrive First Destination: 12:00 p.m.

Leave Last Destination: 12:00 p.m. Return: 4:00 p.m.

Destination: Opryland Hotel

Physical Address: 2800 Opryland Drive Nashville, TN 37214

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 1-20-12 Building Principal Signature [Signature]

Part C: (For transportation office)

Request Approved Request Denied

Type of Transportation: District Bus: Chartered Bus: Other:

Supervisor of Transportation Signature _____ Approximate Cost: _____