

## Request for Field Trip

Teacher's Name Valeria Burren School Ridgemont

Destination (include address) ST. Louis Zoo Box 790284 Saint Louis MO 63179-0284

- 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) K-8 Subject Area (secondary) Gifted

1. How is this trip an integral part of an approved course of study? The students have researched animals from the zoo.
2. Prior to this field trip the class will be involved in the following preliminary activities to prepare for this trip:
  - a. Research
  - b. Discussion
  - c. Projects
  - d. Papers
3. Follow-up activities for this unit will include the following activities:
  - a. End of year on last 2 days
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_
  - d. \_\_\_\_\_
4. Transportation Requested: School bus & driver
5. Date of Trip: May 16-17
6. Substitutes Requested (if necessary): -0-
7. Parental Permission Forms Received: not available at this time
8. Plans of Students Not Going On Trip: all plan to go.

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):

Valeria Burress Mike Burress Heather Moran Steve Moran Cheryl Reddi Leigh Ann Davis others Sarah Hobbs

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

11. How much regular classroom instructional time will be missed? March 16 - 3 hours

12. What is the approximate cost of the trip per student? \$50.00 March 17 4 hours

13. How are you funding the trip? money from fund raisers and in 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) Spending the night inside the zoo.

(4) Mileage

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

Signed: Valeria Burress Date: 1/18/2012  
(Teacher Requesting Trip)

Approved By: Don Capps Date: 01-19-2012  
(Signature of Principal)

Approved By: [Signature] Date: 1-19-12  
(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: January 18, 20 School: Ridgemont Elementary  
 Group or Activity Requesting Transportation: Ridgemont Plus Class  
 Sponsor: Valerie Bourne Charged or bill to: Plus Class  
 Trip Date: May 16-17 # of Buses: 1 # of Students: 23 # of Chaperones: 6+  
 Do You Need A Driver?  Yes  No If Not, Who Is Driving? 30+ total  
 Specific Location of Loading Place: Ridgemont Elementary School  
 Times: Loading: 12:45 Leaving School: 1:00 Arrive First Destination: 6:00  
 Leave Last Destination: May 17 Return: by 6:00  
 Destination: Saint Louis Zoo  
 Physical Address: P.O. Box 790284  
ST Louis mo 63179-0284

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 01-19-2012 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: \_\_\_\_\_