

Administrative Procedure

## Request for Field Trip

Teacher's Name Brandi S. Cantrell School South Fulton High School

Destination (include address) Gaylord Opryland Hotel, 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) Beta Club

1. How is this trip an integral part of an approved course of study? State Beta convention is a yearly competition for both academics and art.

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

a. Prior to convention students will study for individual competitions.

b. Members will create a one of a kind scrapbook for competition.

c. Students will design a banner for entry in competition.

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

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

a. If successful at state convention, students will revamp any winning categories for national

b. convention.

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

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

4. Transportation Requested: School Bus, one with under carriage storage if available

5. Date of Trip: April 9-11

6. Substitutes Requested (if necessary): will be obtained prior to departure

7. Parental Permission Forms Received: will be received prior to convention

8. Plans of Students Not Going On Trip: they will be in their regular classes

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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):

Brandi S. Cantrell, Tammy Sisson, Lori Martin

10. What is the total number of students going on the trip? Approximately 50

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

12. What is the approximate cost of the trip per student? \$135

13. How are you funding the trip? Fundraiser and Club funds

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


(1) Registration


(2) Meals

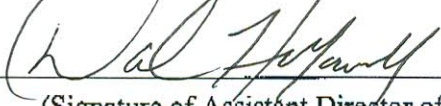
(3) Lodging (include name of hotel and cost per night) \_\_\_\_\_

(4) Mileage

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

Signed:  Date: 1/23/12  
(Teacher Requesting Trip)

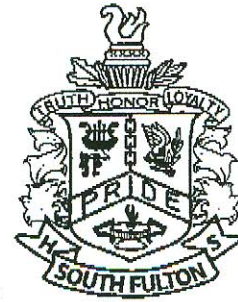
Approved By:  Date: 1/23/12  
(Signature of Principal)

Approved By:  Date: 1-24-12  
(Signature of Assistant Director of Schools)

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

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

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



SOUTH FULTON HIGH SCHOOL

FACSIMILE TRANSMITTAL SHEET

TO: Dale Hollowell FROM: Brandi Cantrell

COMPANY: DATE: 3

FAX NUMBER: TOTAL NO. OF PAGES, INCLUDING COVER:

PHONE NUMBER: SENDER'S PHONE NUMBER:

731-479-1441

RE: SENDER'S FAX NUMBER:

731-479-0586

- URGENT FOR REVIEW PLEASE COMMENT PLEASE REPLY PLEASE RECYCLE

NOTES/COMMENTS:

Beta Club Convention