

Administrative Procedure

Request for Field Trip

Teacher's Name Michelle Bollins School Obion County Central

Destination (include address) Chattanooga Convention Center, 1150 Carter St, Chattanooga, TN

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) 9-12 Subject Area (secondary) Business Education

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

Competition

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

a. Review topics and skills for competition

b. _____

c. _____

d. _____

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

a. If we place, we get to proceed to Nationals

b. _____

c. _____

d. _____

4. Transportation Requested: School bus shared with South Fulton

5. Date of Trip: Sunday, April 15 - Wednesday, April 18th

6. Substitutes Requested (if necessary): yes

7. Parental Permission Forms Received: yes

8. Plans of Students Not Going On Trip: only 3 students are going

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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):

Michelle Rollins

Norma Bailey

10. What is the total number of students going on the trip? 3

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

12. What is the approximate cost of the trip per student? None

13. How are you funding the trip? FBLA funds from fundraising activities

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
- (4) Mileage
- (5) Other anticipated expenses such as parking (

Buss said that he would be able to pay for my registration fee & hotel room w/ Perkins money.

Signed: Michelle Rollins
(Teacher Requestin)

Approved By: [Signature] Date: 1/11/12
(Signature of Principal)

Approved By: [Signature] Date: 2-12-12
(Signature of Assistant Director of Schools)

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

Approved by Board (if necessary): _____

Remarks or Conditions: _____