

Administrative Procedure

Request for Field Trip

FFA - Floriculture
CDE

Teacher's Name Sarah Baker School OCCHS

Destination (include address) Tennessee Tech. University, Cookeville, 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) _____ Subject Area (secondary) 9-12 - AG.

1. How is this trip an integral part of an approved course of study? Students will be able to apply classroom knowledge in a career development event.

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

a. Students will study the business aspects of the floriculture industry.

b. Students will study the different types of flowers.

c. Students will study the different types of floral arrangements.

d. Students will construct the different types of floral arrangements.

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

a. Students will analyze their results from the career development event.

b. _____

c. _____

d. _____

4. Transportation Requested: yes

5. Date of Trip: April 20, 2012 - April 21, 2012

6. Substitutes Requested (if necessary): none required (will leave after school on Friday)

7. Parental Permission Forms Received: yes

8. Plans of Students Not Going On Trip: Not applicable - will be leaving after school on Friday

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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):

1- Sarah Baker

10. What is the total number of students going on the trip? 4

11. How much regular classroom instructional time will be missed? None

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

13. How are you funding the trip? Ag./FFA

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: Sarah Baker (Teacher Requesting Trip) Date: 2-15-2012

Approved By: [Signature] (Signature of Principal) Date: 2/15/12

Approved By: [Signature] (Signature of Assistant Director of Schools) Date: 2/16/12

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

Approved by Board (if necessary): _____

Remarks or Conditions: _____

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Request for Board Approved Field Trip

This form is to be used for the following field trips. This field trip request is for:

- Jr. High Academic Bowl
- Obion County Spelling Bee

Teacher's Name Sarah Baker

School OCCHS

Destination (include address) Tennessee Tech. University, Cookeville, TN - State FFA Floriculture CI

1. Transportation Requested: yes
2. Date of Trip: April 20, 2012 - April 21, 2012
3. Substitutes Requested (if necessary): None required
4. Parental Permission Forms Received: yes
5. What is the total number of students going on the trip? 4

Signed: *Sarah Baker* Date: 2-15-12
 (Teacher Requesting Trip)

Approved By: *Linda Cruse* Date: 2/15/12
 (Signature of Principal)

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

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