

Request for Field Trip

Teacher's Name Beth McManus School OCCHS

Destination (include address) Embassy Suites Hotel
10 Century Blvd 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) Future Teachers of America

1. How is this trip an integral part of an approved course of study? Students will attend meetings concerning their future in education and hold elections for state officers.

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

a. Community service projects

b. Scrapbook preparation

c. Poetry writing

d. Essay writing

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

a. Planning for next year

b. Review of yearly activities

c. _____

d. _____

4. Transportation Requested: 1 bus

5. Date of Trip: March 22, 2012

6. Substitutes Requested (if necessary): _____

7. Parental Permission Forms Received: Turned in before we leave.

8. Plans of Students Not Going On Trip: Any member who does not qualify will remain in class these two days.

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):

Beth McManus

Jan Williams

10. What is the total number of students going on the trip? 14

11. How much regular classroom instructional time will be missed? 2 days (March 22-23)

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

13. How are you funding the trip? Previous fund raiser

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: Beth McManus Date: 01.25.12
(Teacher Requesting Trip)

Approved By: Linda C. [Signature] Date: 2-1-12
(Signature of Principal)

Approved By: [Signature] Date: 2-1-12
(Signature of Assistant Director of Schools)

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

Approved by Board (if necessary): _____

Remarks or Conditions: _____

TO: FTA Advisors, TEA Board Members, Local Association Presidents
FROM: Nicki Fields and Maria Uffelman, FTA Coordinators
DATE: January 6, 2012
RE: Future Teachers of America Spring Convention

We hope this correspondence finds you excited as you start the second half of the school year and preparations for the 2012 FTA Spring Convention. Please note important information concerning the 2012 FTA Convention.



- The 2012 FTA Festivities will begin Thursday evening, March 22, 2012, from 7:00 p.m. – 10:00 p.m. with a “*Getting to Know You*” Reception; refreshments and entertainment (karaoke) will be provided. The reception will be held in the Tennessee/Virginia Ballroom of the Embassy Suites Hotel. Early registration for those schools arriving Thursday will be from 5:30 p.m. – 8:30 p.m. The Embassy Suites Hotel is located at 10 Century Blvd., Nashville, TN 37214. For more information, visit <http://embassysuites1.hilton.com> or call 615.871.0033.
- The FTA convention and awards ceremony will begin on Friday, March 23, 2012, with registration tables opening at 7:30 a.m. in the atrium of the Embassy Suites and opening sessions beginning at 8:00 a.m. in the Southern Grand Ballroom. A complimentary, cooked-to-order breakfast is available for each overnight guest of the Embassy Suites. TEA has purchased an additional block of breakfast meal tickets for those arriving by 8 a.m. on Friday morning. Lunch will also be provided. The convention will conclude at approximately 3:00 p.m.
- A room block has been secured at the Embassy Suites Hotel at a rate of \$119.00 per night for single or double occupancy. **To reserve your room, please call 615.871.0033 and identify yourself as being with the TEA Future Teachers of America Convention.** Reservations **MUST** be secured before March 2, 2012 in order to receive this rate. Check-in time is 4:00 p.m. and check-out time is 12:00 noon.
- Details of the convention agenda will be e-mailed prior to the convention.

Enclosed you will find the following materials:

- 2012 FTA Convention Announcement & Registration Form (Due March 1)
- FTA Executive Board Rules and Nomination Form (Due March 1)

If you have any questions concerning the convention or the Future Teachers of America program, please contact Jillian Quilty at 800.342.8367. We look forward to seeing you at the 2012 FTA Convention. Thank you for your time and commitment to the work of FTA and the future of public education in Tennessee.

FUTURE TEACHERS OF AMERICA 2012 SPRING CONVENTION

The Future Teachers of America Convention will be held at the Embassy Suites Hotel in Nashville, TN. A block of rooms has been reserved at the Embassy Suites at a rate of \$119.00 per single and double occupancy. Please identify yourself as being with the TEA FTA Convention when making reservations. All FTA Executive Board members should be prepared to meet with Nicki Fields on Thursday evening to go over the program. (More information for executive board members will be sent prior to the convention.)

Advisors will receive an e-mail confirmation once your registration is received. If you do **NOT** receive an e-mail confirmation by March 19, 2012, please contact Nicki Fields at nfields@tea.nea.org. You are NOT registered to attend unless you receive confirmation from TEA.

*Breakfast meal tickets for guests arriving Friday morning have been reserved and will be provided during registration. **Please provide an accurate count of participants attending the convention.** TEA must pay for all meals reserved.*

DEADLINE FOR HOTEL RESERVATIONS IS MARCH 2, 2012.

Please return registration form to:
Tennessee Education Association
Jillian Quilty
801 Second Avenue North
Nashville, TN 37201

Tentative Agenda

Thursday, March 22, 2012

- 5:30 p.m. – 8:30 p.m. Early Registration
Hotel Atrium
- 7:00 p.m. – 10:00 p.m. Getting to Know You Reception
Tennessee/Virginia Ballroom

Friday, March 23, 2012

- 7:30 a.m. – 8:15 a.m. Registration and Breakfast
Hotel Atrium
- 8:15 a.m. – 8:50 a.m. Opening Remarks/Welcome
Southern Grand Ballroom
- 9:00 a.m. – 11:35 a.m. Breakout Sessions (breaks provided)
- 11:40 a.m. – 1:15 p.m. Awards Luncheon
Southern Grand Ballroom
- 1:15 p.m. – 1:45 p.m. Elections (rules, speeches, caucus, submission of ballots)
- 1:45 p.m. – 2:15 p.m. Continuation of Award Presentations
- 2:15 p.m. – 2:30 p.m. Presentation of 2012-2013 Executive Board Members
- 2:30 p.m. – 3:00 p.m. Evaluations and Adjournment

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: 01.25.12 School: OCCHS

Group or Activity Requesting Transportation: FTA

Sponsor: Beth McManus ^{BK} Charged or bill to: FTA

Trip Date: 03.22.12 # of Buses: 1 # of Students: 14 # of Chaperones: 2

Do You Need A Driver? Yes No If Not, Who Is Driving? _____

Specific Location of Loading Place: Front of school

Times: Loading: 7:45^{AM} Leaving School: 8:00^{AM} Arrive First Destination: 12⁰⁰

Leave Last Destination: 3:00^{PM} Return: 03.23.12
7PM

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.

Destination: Embassy Suites Hotel

Physical Address: 10 Century Blvd Nashville, TN 37214

Part B: (For administrative use - building level)

Request Approved _____ Request Denied _____

Date of Approval/Denial 2/1/12 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: _____