

Administrative Procedure

Request for Field Trip

Teacher's Name Michelle Johnston School OCCHS

Destination (include address) Nashville, In - Opryland Hotel

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) HOSA

1. How is this trip an integral part of an approved course of study? Students who competed @ the Regional Competitions advancing to State will participate.

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

- a. Students will continue to improve & prepare for state competitions by staying after school to study & work on portfolios.
- b. _____
- c. _____
- d. _____

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

- a. Students attending State will share experiences with other active HOSA members
- b. _____
- c. _____
- d. _____

4. Transportation Requested: Yes

5. Date of Trip: April 15 - April 18, 2012

6. Substitutes Requested (if necessary): Yes April 16-18 x 2

7. Parental Permission Forms Received: Yes

8. Plans of Students Not Going On Trip: assignments to be provided.

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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 Johnston
Daniel Johnston

10. What is the total number of students going on the trip? 25

11. How much regular classroom instructional time will be missed? ~~2 days~~ ^{except} 3 days

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

13. How are you funding the trip? HOSA

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: Michelle Johnston Date: 2-16-12
(Teacher Requesting Trip)

Approved By: Linda Tucker Date: 2/16/12
(Signature of Principal)

Approved By: Paul Hoffman Date: 2-17-12
(Signature of Assistant Director of Schools)

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

Approved by Board (if necessary): _____

Remarks or Conditions: _____

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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: 2-16-12 School: OCCATS

Group or Activity Requesting Transportation: HOSA

Sponsor: Michelle Johnston RN Charged or bill to: Perkins

Trip Date: 4/15/12 - 4/18/12 # of Buses: 1 # of Students: 25 # of Chaperones: 2

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

Specific Location of Loading Place: OCCATS

Times: Loading: 4/15/12 2:00pm Leaving School: 2:15pm Arrive First Destination: 4/15/12 6pm

Leave Last Destination: 4/18/12 1:00pm Return: 4/18/12 4:00pm

Destination: Grayland Hotel

Physical Address: Nashville, TN

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 2/16/12 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: