

Administrative Procedure

Request for Field TripTeacher's Name Heath CunninghamSchool OCCHSDestination (include address) Chattanooga, TN Skills USA State Convention

- 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) 10-12

1. How is this trip an integral part of an approved course of study? All T&I students are exposed to Skills USA and encouraged to join and compete at the local, regional, state and national levels
2. Prior to this field trip the class will be involved in the following preliminary activities to prepare for this trip:
 - a. Monthly Skills USA meetings
 - b. Fundraisers to assist with convention cost
 - c. Competition at regional Skills USA event in Memphis on March 8, 2012
 - d. Extensive practice and preparation for the events of the competition
3. Follow-up activities for this unit will include the following activities:
 - a. End of Year recognition of competitors and winners at Skills USA Banquet
 - b. Share with program area classmates the experience of competing
 - c. _____
 - d. _____
4. Transportation Requested: Bus or 12 passenger van depending on number of qualifiers
5. Date of Trip: April 22 departure April 25 return
6. Substitutes Requested (if necessary): 6 possibly fewer depending on students competing
7. Parental Permission Forms Received: all student permission forms will be received prior to trip
8. Plans of Students Not Going On Trip: remain at school in class with substitute and complete work associated with the CTE program curriculum

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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):

Heath Cunningham, Jeremy Roney, Coby Watts, Will Simmons, D'Anna Vancleave, Sissy Nicks

Not all will attend, only those with students that qualify for competition at the state level

10. What is the total number of students going on the trip? 5-15 depending on regional competition

11. How much regular classroom instructional time will be missed? 3 days April 23-25, 2012

12. What is the approximate cost of the trip per student? No Cost to student

13. How are you funding the trip? Perkins CTSO funds, Skills USA fundraisers

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: Heath Cunningham Date: 2-16-12
(Teacher Requesting Trip)

Approved By: Janae [Signature] Date: 2/17/12
(Signature of Principal)

Approved By: [Signature] 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.

RECEIVED

Part A:

Date Submitted: 2-17-12 School: OCHS

Group or Activity Requesting Transportation: SKILLS USA

Sponsor: Heath Cunningham Charged or bill to: SKILLS

Trip Date: 4-22 - 4-25 # of Buses: 2 vans: 1 = 12 passenger van # of Students: 11 # of Chaperones: 4

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

Specific Location of Loading Place: OCHS

Times: Loading: 8:00 Leaving School: Arrive First Destination:

Leave Last Destination: 1:00pm on 25th Return: 6:00pm

Destination: Chattanooga TN

Physical Address: TBA

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 2/17/12 Building Principal Signature

Part C: (For transportation office)

Request Approved Request Denied

Type of Transportation: District Bus: Chartered Bus: Other:

Supervisor of Transportation Signature Approximate Cost: