

Administrative Procedure

Request for Field TripTeacher's Name Will SimmonsSchool OCCHSDestination (include address) 1515 Gallatin Pike North Madison, TN. 37115 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) Welding1. How is this trip an integral part of an approved course of study? SkillsUSA State WeldingCompetition

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

a. Starting Mid January, Every Wednesday evening is practice time for the competition.b. Various class project are directly related with what is expected at competition.

c. _____

d. _____

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

a. If the student places in this competition, he will get to advance on to awards in Chattanooga.b. If the student wins 1st, he will have the opportunity to compete on the national level.

c. _____

d. _____

4. Transportation Requested: yes - county vehicle5. Date of Trip: Leave following school on Friday, March 30th. Arrive back at school on Saturday 31st.6. Substitutes Requested (if necessary): none7. Parental Permission Forms Received: yes8. Plans of Students Not Going On Trip: Set no help

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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):

10. What is the total number of students going on the trip? 1-3

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

12. What is the approximate cost of the trip per student? 0 no cost to student

13. How are you funding the trip? Skills USA fundraisers / Perkins CTSO acct.

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) _____ *will not be released until later*

(4) Milcage

(5) Other anticipated expenses such as parking (specify) _____

Signed: *[Signature]* Date: 2-17-12
(Teacher Requesting Trip)

Approved By: *[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: _____