

Administrative Procedure

Request for Field Trip

Teacher's Name Monty Breneman School SF HS/MS

Destination (include address) Smoky Mountain Music Festival Gatlinburg, 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) Band/Music

1. How is this trip an integral part of an approved course of study? Students will perform for distinguished judges to evaluate our current progress

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

a. In-school rehearsals

b. After-school rehearsal

c. Rehearsal with other music educators (UTM, Murray State)

d. _____

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

a. Verbal and written analysis of our performance

b. _____

c. _____

d. _____

4. Transportation Requested: Yes-West TN Motor Coach

5. Date of Trip: 4/19/2012-4/21/2012

6. Substitutes Requested (if necessary): In progress

7. Parental Permission Forms Received: In progress

8. Plans of Students Not Going On Trip: All 8-12 students will participate. The rest of the students in my other classes will complete assignments congruent with the current unit of study.

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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):

Monty Breneman, David Lamb, Janet Lamb, Bonnie Griffin, Kay Pearcey, Nancy Denbo,
Jennifer Martin, others TBA

10. What is the total number of students going on the trip? 31

11. How much regular classroom instructional time will be missed? 2 days

12. What is the approximate cost of the trip per student? ~\$175

13. How are you funding the trip? Band School Board Account, SF Band Boosters

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: Monty Breneman Date: 2/7/2012
(Teacher Requesting Trip)

Approved By: Kend Fungo Date: 2-7-12
(Signature of Principal)

Approved By: Paul Helfferich Date: 2-9-12
(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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PARENTAL PERMISSION FOR FIELD TRIP

_____ has my permission to make an off-campus field trip with
Name of Student
Mr. Breneman, SF Bands _____ to Gatlinburg, TN

Smoky Mountain Music Festival

Destination

I understand that the purpose of the trip is perform at a concert contest to be evaluated

by distinguished judges _____ ;

that the students will depart South Fulton MS/HS _____ at
Name of School, etc.

8:00AM _____ on 4/19/2012 _____ and will return at 7:00PM
Time Date Time

on 4/21/2012 _____ ; that they will travel by Charter Bus
Date Vehicle

accompanied by ~10 _____ chaperones; and that the personal expense of each student is
Number
spending/souvenir/snack money _____ .

Amount

In case of accident, injury, or illness, I hereby authorize the student's teacher to take the above named student to a physician or the emergency room of a hospital.

Rules of conduct for the trip are attached.

Signature of Parent

Date

Emergency Telephone Number

To be completed by the school prior to the signature of parent