

Request for Field Trip

Teacher's Name Norma Bailey School South Fulton Middle/High

Destination (include address) Sheraton Reed Hotel, 827 Broad St., Chattanooga, 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) Vocational Business

1. How is this trip an integral part of an approved course of study? This trip is the state conference/competition for students placing in district & those with state only competitions.
2. Prior to this field trip the class will be involved in the following preliminary activities to prepare for this trip:
 - a. Work on activities to reinforce skills for competition
 - b. Students will prepare & practice for their events in front of classmates
 - c. Copies of pre-competition materials will be mailed by deadline
 - d. Meetings to discuss dress code, behavior, & conference itinerary
3. Follow-up activities for this unit will include the following activities:
 - a. Review, share topics, & experiences with classes
 - b. Discuss strengths & weaknesses from their competitive experiences
 - c. Encourage other students to think about completing
 - d. _____
4. Transportation Requested: School Bus
5. Date of Trip: April 15-18, 2012
6. Substitutes Requested (if necessary): Yes
7. Parental Permission Forms Received: Yes
8. Plans of Students Not Going On Trip: Lesson Plans will be left for the substitute

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):

Norma Bailey

Leea Spurlock

Bus Driver

10. What is the total number of students going on the trip? 12

11. How much regular classroom instructional time will be missed? 3 days

12. What is the approximate cost of the trip per student? approximately \$210 per student

13. How are you funding the trip? Trip will be funded thru club funds from 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) Sheraton Reed Hotel--approx. \$200/night

(4) Mileage

(5) Other anticipated expenses such as parking (specify) conf. hotel depends on availability

Signed: Norma Bailey Date: 2-1-2012
(Teacher Requesting Trip)

Approved By: [Signature] Date: 2/1/12
(Signature of Principal)

Approved By: [Signature] Date: 2-2-2012
(Signature of Assistant Director of Schools)

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

Approved by Board (if necessary): _____

Remarks or Conditions: _____