

Request for Field Trip

Teacher's Name Mary Jane Wiseman School Obion County Central High School

Destination (include address) State Special Olympics ; Vanderbilt University; 2201 West End Ave. Nashville, TN 37235

- 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) Special Education

1. How is this trip an integral part of an approved course of study? The students will be able to participate in social atmosphere while competing.

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

- a. Regional Special Olympics
- b. _____
- c. _____
- d. _____

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

- a. Awards Ceremony at the Special Olympics
- b. _____
- c. _____
- d. _____

4. Transportation Requested: none

5. Date of Trip: May 18- May 20, 2012

6. Substitutes Requested (if necessary): 1

7. Parental Permission Forms Received: _____

8. Plans of Students Not Going On Trip: regular classwork on Friday

Administrative Procedure

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):

Mary Jane Wiseman

10. What is the total number of students going on the trip? 2

11. How much regular classroom instructional time will be missed? 1 day

12. What is the approximate cost of the trip per student? \$0

13. How are you funding the trip? Special Olympics is funding it

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: Mary Jane Wiseman (Teacher Requesting Trip) Date: 4/26/12

Approved By: [Signature] (Signature of Principal) Date: 4/27/12

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

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

Approved by Board (if necessary):

Remarks or Conditions: