

# Request for Field Trip

Teacher's Name Heath Cunningham

School OCCHS

Destination (include address) Crown Plaza Downtown 1301 Wyandotte Ave. Kansas City, MO 64105

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) Criminal Justice

1. How is this trip an integral part of an approved course of study? Student won SKILLS USA state competition in Chattanooga evaluating his knowledge/skills in criminal justice theory/application

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

a. Student finished in top three at SKILLS USA Regional Competition in Memphis

b. Student finished first at SKILLS USA State Competition in Chattanooga

c. \_\_\_\_\_

d. \_\_\_\_\_

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

a. Student will share experience with classmates and SKILLS USA members

b. Student will pursue an active leadership role in SKILLS USA organization for next school year

c. \_\_\_\_\_

d. \_\_\_\_\_

4. Transportation Requested: car

5. Date of Trip: June 23-28, 2012

6. Substitutes Requested (if necessary): n/a

7. Parental Permission Forms Received: yes

8. Plans of Students Not Going On Trip: n/a

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):

Heath Cunningham

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

11. How much regular classroom instructional time will be missed? n/a

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

13. How are you funding the trip? SKILLS USA funds

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: 5-3-12  
(Teacher Requesting Trip)

Approved By: Linda E. Regan Date: 5-3-12  
(Signature of Principal)

Approved By: Paul Howell Date: 5-3-12  
(Signature of Assistant Director of Schools)

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

Approved by Board (if necessary): \_\_\_\_\_


Remarks or Conditions: \_\_\_\_\_

**Administrative Procedure****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.

**Part A:**Date Submitted: 05/03/12School: OCCHSGroup or Activity Requesting Transportation: SKILLS USASponsor: Heath CunninghamCharged or bill to: SKILLS USATrip Date: June 23-28, 2012# of Buses: 1 car# of Students: 1# of Chaperones: 1Do You Need A Driver?  Yes  No If Not, Who Is Driving? Heath CunninghamSpecific Location of Loading Place: OCCHSTimes: Loading: 3:45 amLeaving School: 4:00 amArrive First Destination: 12:00Leave Last Destination: 7:00 amReturn: 3:00 pmDestination: Crown Plaza Downtown-Kansas City, MOPhysical Address: 1301 Wyandotte Ave

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 5/3/12Building 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: \_\_\_\_\_