

Request for Field Trip

Teacher's Name Sarah Baker

School OCCHS

Destination (include address) Sheraton Crystal City Hotel, 1800 Jefferson Davis Highway, Arlington, VA

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) Agriculture 9-12

1. How is this trip an integral part of an approved course of study? This trip is for the students

to attend the Washington Leadership Conference (FFA). By attending this conference students will

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

a. Students will prepare and deliver a 3-4 minute speech on a current agriculture topic.

b. Students will be active within the FFA chapter.

c. _____

d. _____

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

a. Prepare and deliver a short presentation for fellow classmates and school officials on the conference.

b. Incorporate activities from the Washington Leadership Conference in to the local chapter.

c. _____

d. _____

4. Transportation Requested: yes

5. Date of Trip: July 22-30

(this includes travel time) (Actual conference is July 24-29)

6. Substitutes Requested (if necessary): Not needed.

7. Parental Permission Forms Received: yes

8. Plans of Students Not Going On Trip: Not applicable.

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):

1 teacher -Sarah Baker

1 parent - Kari Holland

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

11. How much regular classroom instructional time will be missed? 0

12. What is the approximate cost of the trip per student? \$700 each

13. How are you funding the trip? FFA Alumni / student

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: Sarah Baker (Teacher Requesting Trip) Date: 5-22-2012

Approved By: [Signature] (Signature of Principal) Date: 5-22-12

Approved By: [Signature] (Signature of Assistant Director of Schools) Date: 5-22-12

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

Approved by Board (if necessary): _____

Remarks or Conditions: _____

Administrative Procedure

Request for Transportation FFA -

Washington Leadership Conference

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.

FFA
Searched

Part A:

Date Submitted: 5-21-2012 School: OCCHS

Group or Activity Requesting Transportation: FFA

Sponsor: Sarah Baker Charged or bill to: Ag./ FFA

Trip Date: July 22-30 # of Buses: 0 # of Students: 3 # of Chaperones: 2

Do You Need A Driver? Yes No If Not, Who Is Driving? self

Specific Location of Loading Place: OCCHS

Times: Loading: 8:00 Leaving School: 8:15 Arrive First Destination:

Leave Last Destination: 8:00 Return: July 30

Destination: Arlington, VA

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.

Physical Address: 1800 Jefferson Davis Hwy. (Sheraton Crystal City Hotel)

Part B: (For administrative use - building level)

Request Approved Request Denied

Date of Approval/Denial 5/21/12 Building Principal Signature [Signature]

Part C: (For transportation office)

Request Approved Request Denied

Type of Transportation: District Bus: Chartered Bus: Other:

Supervisor of Transportation Signature Approximate Cost: