

Request for Field Trip

Teacher's Name Heath Cunningham School Obion Co. Central HS

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) T&I (Skills USA)

1. How is this trip an integral part of an approved course of study? Skills USA is the CTSO for the T&I Programs and all students are exposed to it and encouraged to join and compete

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

- a. Skills USA has been introduced to all T&I programs
- b. Skills USA membership drive
- c. Local and State competitions in Skills USA technical skills
- d. Monthly Skills USA meetings and events for students

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

- a. Students will share national convention and competition experiences with classmates
- b. Students will be encouraged to seek officer status in local Skills USA Chapter
- c. Students will serve as role models for first year students
- 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? 2

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, board of ed. 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) parking \$7 per day

Signed:

Heath Cunningham

(Teacher Requesting Trip)

Date:

5-9-2012

Approved By:

Linda Stagner

(Signature of Principal)

Date:

5-9-12

Approved By:

Bill Hillwell

(Signature of Assistant Director of Schools)

Date:

5-9-12

Approved By:

(Signature of Director of Schools)

Date:

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: 5-9-2012 School: OCCHS

Group or Activity Requesting Transportation: Heath Cunningham

Sponsor: _____ Charged or bill to: OCCHS

Trip Date: June 23-28 # of Buses: CAR # of Students: _____ # of Chaperones: 1

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

Specific Location of Loading Place: OCCHS

Times: Loading: _____ Leaving School: _____ Arrive First Destination: _____

Leave Last Destination: _____ Return: _____

Destination: Kansas City

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: Crown Plaza Downtown 1301 Wyandotte Ave. Kansas City, MO 64105

Part B: (For administrative use - building level)

Request Approved _____ Request Denied _____

Date of Approval/Denial _____ Building 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: _____