

Request for Field Trip

Teacher's Name Kelly Preuett School Ridgemont

Destination (include address) TN Jr Beta Club Convention, Opryland Hotel, Nashville

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) 7-8 Subject Area (secondary) Technology, Reading, Language, Spelling, Math, Science, Soc Stu

1. How is this trip an integral part of an approved course of study? Students attending were required to meet high academic standards & will demonstrate their excellence in core subjects during competitions.

2. Prior to this field trip the class will be involved in the following preliminary activities to prepare for this trip:
- a. Preparation in subject area they are competing in.
 - b. Preparation for talent / drama competition
 - c. Creativity in t-shirt design & use of technology for competition
 - d. Costume design & preparation of scenery for
 - e. Photography & craft work for competition. Living literature

3. Follow-up activities for this unit will include the following activities:
- a. Continued academic excellence.
 - b. Continued excellence in behavior.
 - c. Community service opportunities.
 - d. Presentation of convention experience at PTO meeting

4. Transportation Requested: School bus

5. Date of Trip: November 20, 21, 22 of 2011

6. Substitutes Requested (if necessary): 5

7. Parental Permission Forms Received: will be obtained after trip approval

8. Plans of Students Not Going On Trip: Only Beta Club members will be attending. Other students will have regular classes. Beta members will be required to make up assignments to miss.

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):

Kelly Prewett, Dana Craddock, Kim Little, Lesa Scillon,
Allen Pounds, Sara Hobbs, Heather Moran, LaDonna Daniel,
Randy Lynch, Jeremy Bugg, Tim Scates, Melinda Cooper, Chris

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10. What is the total number of students going on the trip? 31

11. How much regular classroom instructional time will be missed? 2 days

12. What is the approximate cost of the trip per student? \$70.00

13. How are you funding the trip? Receipts from ballgame concessions & fund rais

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) Milcage
- (5) Other anticipated expenses such as parking (specify) _____

Signed: Kelly Prewett Date: 9-15-11
(Teacher Requesting Trip)

Approved By: Don Coffey Date: 09-16-2011
(Signature of Principal)

Approved By: Dale Hollowell Date: 9-19-2011
(Signature of Assistant Director of Schools)

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

Approved by Board (if necessary): _____

Remarks or Conditions: _____

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: 9-16-11 School: Ridgemont

Group or Activity Requesting Transportation: Jr Beta Club

Sponsor: Kelly Prewett Charged or bill to: Ridgemont

Trip Date: 11-20 thru 22 # of Buses: 1 # of Students: 31 # of Chaperones: 5

Do You Need A Driver? Yes No If Not, Who Is Driving? possibly Lauren Jacobs

Specific Location of Loading Place: Back of Ridgemont

Times: Loading: 1:45 pm Leaving School: 2:00 pm Arrive First Destination: 5:00 pm

Leave Last Destination: 10:00 pm Return: 3:00 am

Destination: Opryland Hotel

Physical Address: Nashville, TN

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 09-16-2011

Date of Approval/Denial _____ Building Principal Signature Don Caffin

Part C: (For transportation office)

Request Approved _____ Request Denied _____

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

Supervisor of Transportation Signature _____ Approximate Cost: _____

We may stop at rest area between leaving +
destination.

Don Coffey