

## Administrative Procedure

**Request for Field Trip**Teacher's Name Beth McDavid , School Hillcrest ElementaryDestination (include address) Canon Center, 255 N Main St - Memphis 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 ManualGrade Level (elementary) 7th & 8th Band Subject Area (secondary) \_\_\_\_\_1. How is this trip an integral part of an approved course of study? Allows my upper students who won a spot by audition to play in a regional band led by a conductor of national caliber.

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

a. Winning a spot in the All West TN Band by auditionb. Practicing & polishing the All West Tennessee Concert Music

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

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

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

a. "Debrief" in classb. Learn any new techniques acquired at event from other students.

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

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

4. Transportation Requested: OCCHS Band will take care of transportation5. Date of Trip: January 31 - Feb 26. Substitutes Requested (if necessary): yes, Stephanie Jones7. Parental Permission Forms Received: 1 for each child (7 possible) who wins a slot through audition8. Plans of Students Not Going On Trip: class as usual

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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):

Beth McDavid

10. What is the total number of students going on the trip? 7 or fewer

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

12. What is the approximate cost of the trip per student? \$30 registration fee, 2 breakfasts, 2 lunches

13. How are you funding the trip? Central Office Band Funds / H.S. Band Boosters cover

14. Place a check by the expenses you plan to submit for reimbursement: Lodging

(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: *Beth McDavid*

Date: 12/20/12

(Teacher Requesting Trip)

Approved By: *Melinda McCullough*

Date: 12/21/12

(Signature of Principal)

Approved By: *Paul Felberoff*

Date: 12-21-12

(Signature of Assistant Director of Schools)

Approved By: \_\_\_\_\_

Date: \_\_\_\_\_

(Signature of Director of Schools)

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

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