

## Request for Field Trip

1/4/13

Teacher's Name Suzanne Hill School OCCHS  
 Destination (include address) Cincinnati, Ohio (multiple addresses)

- 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) Art

1. How is this trip an integral part of an approved course of study? Students will view original works of art by famous artists as well as tour an art school & participate in a hands-on workshop.
2. Prior to this field trip the class will be involved in the following preliminary activities to prepare for this trip:
  - a. Officers research destination area including art-related
  - b. attractions & lodging. They choose itinerary & make
  - c. necessary contacts. All participating students help with
  - d. a minimum of 6 after-school art lessons for K-8 student & attend informational meetings.
3. Follow-up activities for this unit will include the following activities:
  - a. Discussion & critique of viewed artwork &
  - b. architecture. Scrapbook will be created in order
  - c. to share experiences & information with current
  - d. & future art students/Art Club members.
4. Transportation Requested: 1 school bus
5. Date of Trip: Thursday, April 11 (3PM departure) - Sunday 4/14
6. Substitutes Requested (if necessary): one day / one per faculty member
7. Parental Permission Forms Received: yes - several weeks prior to trip
8. Plans of Students Not Going On Trip: Continue previously assigned ongoing art projects.

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):

Suzanne & Danny Hill  
Glen Marshall  
Jan Smothers

10. What is the total number of students going on the trip? appx 22

11. How much regular classroom instructional time will be missed? 1 day

12. What is the approximate cost of the trip per student? 0

13. How are you funding the trip? Art Club fundraisers

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

- (1) Registration N/A
- (2) Meals
- (3) Lodging (include name of hotel and cost per night) \_\_\_\_\_
- (4) Mileage
- (5) Other anticipated expenses such as parking (specify) \_\_\_\_\_

Signed: Suzanne Hill Date: 1/4/13  
(Teacher Requesting Trip)

Approved By: Linda Cuzzler Date: 1-7-13  
(Signature of Principal)

Approved By: [Signature] Date: 1-7-13  
(Signature of Assistant Director of Schools)

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

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

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



**Senior Art Club Trip 2013  
Cincinnati, Ohio**

**DATES:** Thursday, April 11 ( 3PM departure) - Sunday, April 14  
(Students would miss only one day of school for a 3 1/2 day trip)

**DESTINATION:** Cincinnati, Ohio

**ELIGIBILITY:**

Art Club requirements: Any Art Club member who is currently a *senior* or in *Art 3* plus Art Club *officers*. This includes a total of approximately 50 students. We anticipate no more than 20-25 students. Requirements for participation are as follows:

- \* Work in 6 after-school art lessons
- \* Participate in product sale fund raiser
- \* Attend at least half senior trip planning meetings
- \* Be an active Art Club member

School requirements: All students must be currently passing all classes, and have no attendance or disciplinary problems.

**COST:** Approximately \$4700 + meals (based on 22 person estimate: appx \$214 per person)

Transportation: \$700

Lodging: 9 quad rooms @ \$100 per night x 3 nights + \$2700 (includes hot breakfast)

Admissions: \$35 per person x 30 people = \$1050

Meals: Responsibility of each individual; Breakfast provided 3 days and dinner coming home

Miscellaneous: Parking, scrapbook supplies, etc; \$200

**FUNDING:** Art Club fundraisers

**TRANSPORTATION:** Obion County Schools bus

**POSSIBLE POINTS OF INTEREST** (as researched by Art Club officers):

Art Academy of Cincinnati	Contemporary Art Center
Eden Park Krohn Conservatory	Cincinnati Art Museum
Taft Museum	Cincinnati Zoo & Botanical Garden
Cathedral Basilica of the Assumption	Drake Planetarium and Science Center
Spring Grove Cemetery	National Underground Railroad Freedom Center

**ADULT CHAPERONES:**

Suzanne Hill, art teacher/advisor	Danny Hill, spouse
Glen Marshall, art teacher/advisor	Jan Smothers, teacher

## 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: 1/4/13 School: OCCHS

Group or Activity Requesting Transportation: Art Club

Sponsor: Suzanne Hill Charged or bill to: Art Club

Trip Date: 4/11/13-4/14/13 # of Buses: 1 # of Students: 22 # of Chaperones: 6

Specific Location of Loading Place: front entrance of OCCHS

Times: Loading: 3 PM Leaving School: 3:15 PM Arrive First Destination: 10:00 PM

Leave Last Destination: 1 PM Return: 8 PM

Destination: Cincinnati, Ohio

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 1-7-13

Building Principal Signature L. Krueger

## Part C: (For transportation office)

Request Approved  Request Denied

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

Supervisor of Transportation Signature \_\_\_\_\_ Approximate Cost: \_\_\_\_\_