

Administrative Procedure

Request for Field TripTeacher's Name NIKKI NETHERLAND/KRIS DUNN School SFE AND SFMSDestination (include address) NEW ORLEANS,LA

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) 3-8 Subject Area (secondary) _____

1. How is this trip an integral part of an approved course of study? HISTORY AND SCIENCE SPI'S
WILL BE COVERED

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

a. WW2 UNIT

b. CIVIL WAR

c. ECOSYSTEMS/ SURVIVING IN AN ENVIRONMENT/ADAPTATIONS

d. NATURAL DISASTERS

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

a. REVIEW WHAT WAS LEARNED

b. GROUP PRESENTATIONS

c. INDIVIDUAL REPORTS

d. _____

4. Transportation Requested: NO/GOING BY TRAIN

5. Date of Trip: APRIL 1-5, 2013

6. Substitutes Requested (if necessary): NO

7. Parental Permission Forms Received: HAVE NOT BEEN SENT YET

8. Plans of Students Not Going On Trip: SPRING BREAK

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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):

NIKKI NETHERLAND, KRIS DUNN, AT LEAST ONE PARENT WILL BE IN EACH ROOM

10. What is the total number of students going on the trip? APPROX 20

11. How much regular classroom instructional time will be missed? NONE

12. What is the approximate cost of the trip per student? \$400(Parents and other siblings will pay)

13. How are you funding the trip? MONEY LEFT FROM LAST TRIP AND FUNDRAISERS

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: Nikki Netherland Kris Dunn Date: 11-26-12
(Teacher Requesting Trip)

Approved By: Dow Capps Date: 11-26-12
(Signature of Principal)

Approved By: Ral Helms Date: 11-28-12
(Signature of Assistant Director of Schools)

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

Approved by Board (if necessary): _____

Remarks or Conditions: _____