

Administrative Procedure

### Request for Field Trip

Teacher's Name Melissa Logan School Black Oak

Destination (include address) Mammoth Cave - 1 Mammoth Cave Pkwy., Mammoth Cave, KY  
KY Down Under - 3700 L+N Turnpike Rd, Horse Cave, KY  
Beech Bend Park - 789 Beech Bend Rd, Bowling Green, KY

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) 5<sup>th</sup> - 8<sup>th</sup> - PLUS CLASS Subject Area (secondary) \_\_\_\_\_

1. How is this trip an integral part of an approved course of study? To further inquiries and expand knowledge base

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

a. St's will conduct research involving Mammoth Cave

b. St's will conduct research on Australia

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

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

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

a. Oral reports on Mammoth Cave

b. \_\_\_\_\_

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

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

4. Transportation Requested: Yes

5. Date of Trip: May 17<sup>th</sup> & May 18<sup>th</sup>, 2013

6. Substitutes Requested (if necessary): Yes (for May 17<sup>th</sup>)

7. Parental Permission Forms Received: Yes - Prior To Trip

8. Plans of Students Not Going On Trip: Continue normal routine

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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):

Melissa Logan

Shanna Ferguson

Jenny Wilden

10. What is the total number of students going on the trip? 16

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

12. What is the approximate cost of the trip per student? None

13. How are you funding the trip? Plus Account

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: Melissa Logan

(Teacher Requesting Trip)

Date: 01-11-13

Approved By: [Signature]

(Signature of Principal)

Date: 1-11-13

Approved By: [Signature]

(Signature of Assistant Director of Schools)

Date: 1-14-13

Approved By:

(Signature of Director of Schools)

Date:

Approved by Board (if necessary):

Remarks or Conditions:

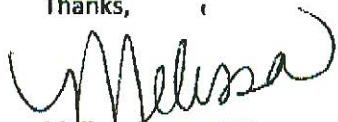
Dear Mr. Hollowell,

I would like to be placed on the agenda for the upcoming Board of Education meeting to be held in February. I am seeking permission to take the Black Oak PLUS Class on an overnight trip to the Cave City area and to Bowling Green, KY. The trip will be May 17<sup>th</sup> and 18<sup>th</sup> (Friday and Saturday).

We are planning to go to Mammoth Cave, Kentucky Down Under and Beech Bend Amusement Park. There are sixteen PLUS students and approximately the same number of parents planning to attend. We will be traveling by school bus.

Please let me know if I need to do anything further to aid in this approval. I have also included a tentative itinerary of events with this faxed letter.

Thanks,

A handwritten signature in black ink that reads "Melissa". The signature is written in a cursive style with a large initial "M".

Melissa Logan, MS  
Guidance Counselor/PLUS

Tentative Schedule for Black Oak PLUS trip May 2013

Friday-May 17th

4:45am Depart from Black Oak

9:00 Arrive at Mammoth Cave

9:30-11:30a Cave Tour

11:30-12:30p Eat Lunch

12:30 Travel to KY Down Under

1:00-5:00p KY Down Under

5:00p Travel to Bowling Green

6:00p Arrive at Motel

Saturday-May 18th

9:30a Depart from hotel

10:00a Arrive at Beech Bend Park

4:00p Depart from Park

6:00p Eat Supper

9:00p Arrive at Black Oak