

Administrative Procedure

Request for Field TripTeacher's Name Michelle Bruner and Amy Montgomery School OCCHSDestination (include address) Gaylord Opryland Hotel 2800 Opryland Drive Nashville, TN 37214 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) High School Subject Area (secondary) FACS

1. How is this trip an integral part of an approved course of study? FCCLA competition allows students to gain leadership skills while also meeting FACS standards
2. Prior to this field trip the class will be involved in the following preliminary activities to prepare for this trip:
- Preparing their individual research and presentations
 - Practicing and making boards and/or portfolios for presentations
 - Keeping up grades, attendance and good discipline
 - Planning ahead to miss one day of school
3. Follow-up activities for this unit will include the following activities:
- Presenting in front of their classes
 - Taking care of any make-up work
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4. Transportation Requested: Bus or van(s) for 14 total (12 students and 2 adults)
5. Date of Trip: April 2-3, 2013 [Overnight] Board Approved Trip
6. Substitutes Requested (if necessary): None needed because of Spring Break
7. Parental Permission Forms Received: Yes
8. Plans of Students Not Going On Trip: N/A

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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):

Michelle Bruner and Amy Montgomery

10. What is the total number of students going on the trip? 12

11. How much regular classroom instructional time will be missed? 0

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

13. How are you funding the trip? FCCLA funds

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: *Amy Montgomery* Date: 01-23-13
(Teacher Requesting Trip) *Michelle Bruner 1-23-13*

Approved By: *Linda Cruser* Date: 1-28-13
(Signature of Principal)

Approved By: *Dale Felwell* Date: 1-29-13
(Signature of Assistant Director of Schools)

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

Approved by Board (if necessary): _____

Remarks or Conditions: _____

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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.
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: 01/23/2013 School: OCCHS

* during Spring Break

Group or Activity Requesting Transportation: FCCLA Club

Sponsor: Bruner and Montgomery Charged or bill to: Vocational

Trip Date: 04/02/2013 to 04/03 # of Buses: 1 # of Students: 12 # of Chaperones: 2

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

Specific Location of Loading Place: Bus garage

Times: Loading: 5:30 a.m. Leaving School: N/A Arrive First Destination: 9:30 a.m.

Leave Last Destination: 2:00 p.m. Return: 6:00 p.m.

Destination: Opryland Hotel

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.

Physical Address: Gaylord Opryland Hotel 2800 Opryland Drive Nashville, TN 37214

Part B: (For administrative use - building level)

Request Approved Request Denied

Date of Approval/Denial 1-28-13 Building Principal Signature

Part C: (For transportation office)

Request Approved Request Denied

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

Supervisor of Transportation Signature Approximate Cost: