

Request for Field Trip

Teacher's Name Jessica Winstead School SFHS

Destination (include address) 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 Manual

Grade Level (elementary) _____ Subject Area (secondary) HOSA

1. How is this trip an integral part of an approved course of study? students will compete in activities learned in the classroom as well as leadership building activities
2. Prior to this field trip the class will be involved in the following preliminary activities to prepare for this trip:
 - a. practicing competition skills
 - b. studying medical spelling and terminology
 - c. preparing speeches and writing papers for competition
 - d. developing underclassmen for leadership roles
3. Follow-up activities for this unit will include the following activities:
 - a. continued skills learning
 - b. continued learning of medical spelling and terminology
 - c. continued assessment of writing and speech preparation skills
 - d. implementation of students in leadership roles in HOSA
4. Transportation Requested: yes, school bus
5. Date of Trip: March 4, 2013- March 6, 2013 [Overnight] Board Approved Trip
6. Substitutes Requested (if necessary): yes
7. Parental Permission Forms Received: before departure
8. Plans of Students Not Going On Trip: students will have lesson plans left with substitute teacher

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):

Jessica Winstead

Kyle Gehring

10. What is the total number of students going on the trip? 15

11. How much regular classroom instructional time will be missed? 3 class days

12. What is the approximate cost of the trip per student? \$250

13. How are you funding the trip? HOSA 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: J Winstead Date: 1/22/13
(Teacher Requesting Trip)

Approved By: Kent France Date: 1/22/13
(Signature of Principal)

Approved By: Bob Hollowell 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: _____