

Administrative Procedure

Request for Field TripTeacher's Name Beth McManusSchool OCCHSDestination (include address) Holiday Inn Hotel, Nashville, TN 2200 Elm Hill Pike Nashville, TN

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) FTA

1. How is this trip an integral part of an approved course of study? This is our state convention held annually to promote Teaching as a Career.
2. Prior to this field trip the class will be involved in the following preliminary activities to prepare for this trip:
 - a. Each student will write a creative writing essay for entry in competition.
 - b. Each student will write a poetry entry about education for entry in competition.
 - c. The group will create and present a poster to promote Teaching as a Career.
 - d. The group will tally all events for this year and enter the CDC Prom as Project of the Year.
3. Follow-up activities for this unit will include the following activities:
 - a. Students will summarize their trip with a presentation at the next OCEA meeting.
 - b. Students will begin preparing for the CDC Prom for this year.
 - c. _____
 - d. _____
4. Transportation Requested: 1 bus
5. Date of Trip: 03-21-13 to 03-22-13 overnight needs Board Approval
6. Substitutes Requested (if necessary): 2
7. Parental Permission Forms Received: will have all before we leave
8. Plans of Students Not Going On Trip: remain in class

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):

Beth McManus, Jan McGregor

10. What is the total number of students going on the trip? 14

11. How much regular classroom instructional time will be missed? 2 days

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

13. How are you funding the trip? fund raiser and donations

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: Beth McManus

(Teacher Requesting Trip)

Date: 2-21-13

Approved By: Lynla Crump

(Signature of Principal)

Date: 2/21/13

Approved By: Ral Holwell

(Signature of Assistant Director of Schools)

Date: 2-21-13

Approved By: _____

(Signature of Director of Schools)

Date: _____

Approved by Board (if necessary): _____

Remarks or Conditions: _____

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: 03-21-13 School: OCCHS

Group or Activity Requesting Transportation: Future Teachers of America

Sponsor: Beth McManus Charged or bill to: FTA

Trip Date: 03-21 and 03-22 # of Buses: 1 # of Students: 14 # of Chaperones: 2

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

Specific Location of Loading Place: In front of OCCHS

Times: Loading: 7:50AM Leaving School: 8 AM Arrive First Destination: 12:00

Leave Last Destination: 03-22-13 Return: Est. 5pm

Destination: Holiday Inn Hotel Nashville, TN

Physical Address: 2200 Elm Hill Pike Nashville, TN 37214

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 2/21/13 Building Principal Signature [Signature]

Part C: (For transportation office)

Request Approved _____ Request Denied _____

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

Supervisor of Transportation Signature _____ Approximate Cost: _____

PAVED
2-21-13