

Administrative Procedure

Request for Field Trip

Teacher's Name BRANDI S. CANTRELL School South Fulton H.S

Destination (include address) Opryland Drive, Nashville - Opryland Hotel

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) Beta Club

1. How is this trip an integral part of an approved course of study? This competition teaches students to work together, prepare + compete.

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

- a. Students will be studying for comp. as well as preparing
- b. scrapbook, banner; + talent for state convention.
- c. \_\_\_\_\_
- d. \_\_\_\_\_

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

- a. Students will prepare for national competitions.
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_

4. Transportation Requested: School Bus w/ Under carriage storage

5. Date of Trip: April 1-3 (Spring Break)

6. Substitutes Requested (if necessary): None

7. Parental Permission Forms Received: Will be obtained prior to departure

8. Plans of Students Not Going On Trip: They will not be in school anyway - 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):

BRANDI S. CANTRELL, Tammy Sisson, LORI Martin

10. What is the total number of students going on the trip? 35-40

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

12. What is the approximate cost of the trip per student? \$130<sup>00</sup>-ea

13. How are you funding the trip? Fundraiser, Club 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 [Signature]  
(Teacher Requesting Trip)

Date: 2/4/13

Approved By: [Signature]  
(Signature of Principal)

Date: 2/4/13

Approved By: \_\_\_\_\_  
(Signature of Assistant Director of Schools)

Date: \_\_\_\_\_

Approved By: \_\_\_\_\_  
(Signature of Director of Schools)

Date: \_\_\_\_\_

Approved by Board (if necessary): \_\_\_\_\_

Remarks or Conditions: \_\_\_\_\_