

Dear Board Members,

March 13,2013

I had originally planned this to be in May, but my band students have competitions and I had to change the date. The first choice turned out to be taken so we moved it up to April 26 and 27<sup>th</sup>. That is why I don't have this in a month ahead of time..

Denise Bell

Plus teacher

Lake Road School

### Request for Field Trip

Teacher's Name Denise Bell School Lake Road School

Destination (include address) Adventure Science Museum / Nashville Zoo at Grassmere  
800 Fort Negley Blvd; Nashville, TN / 3777 Nolensville Rd; 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) 2-8th Plus Subject Area (secondary) \_\_\_\_\_

1. How is this trip an integral part of an approved course of study? They will learn about and experience different types of energy & science.

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

- a. We will investigate different types of energy
- b. We will learn more about laser light.
- c. \_\_\_\_\_
- d. \_\_\_\_\_

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

- a. Compare the notes we made to what we
- b. learn at the museum.
- c. Discuss how this information impacts
- d. our lives.

4. Transportation Requested: 1 Bus

5. Date of Trip: April 26-27, 2013 overnight Needs Board Approval

6. Substitutes Requested (if necessary): None

7. Parental Permission Forms Received: \_\_\_\_\_

8. Plans of Students Not Going On Trip: They will follow their regular schedule. We have Plus during the mornings at Lake Road.

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):

Jeannie Foster<sup>teacher</sup>, Joshua Bell,

Sadi Hatcher

Angie Partin<sup>teacher</sup>

10. What is the total number of students going on the trip? 30+ (not all referrals done)

11. How much regular classroom instructional time will be missed? 1/2 day

12. What is the approximate cost of the trip per student? \$75

13. How are you funding the trip? fundraisers 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: Denise Bell  
(Teacher Requesting Trip)

Date: 3-13-13

Approved By: Shula Stone  
(Signature of Principal)

Date: 3-13-13

Approved By: Dul Howell  
(Signature of Assistant Director of Schools)

Date: 3-13-13

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

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

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

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