

Administrative Procedure

Request for Field Trip

Teacher's Name Brandi S. Cantrell School South Fulton High School

Destination (include address) Mobile Convention Center, 1 South Water Street, Mobile Al.

- 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 is the national convention where we will compete in the Scrapbook and Banner competition.
2. Prior to this field trip the class will be involved in the following preliminary activities to prepare for this trip:
 - a. Students will work to update the scrapbook as needed for national competition.
 - b. _____
 - c. _____
 - d. _____
3. Follow-up activities for this unit will include the following activities:
 - a. None
 - b. _____
 - c. _____
 - d. _____
4. Transportation Requested: Car or 12 passenger van
5. Date of Trip: June 19- 22, 2013 (Overnight)
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: Summer vacation

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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

10. What is the total number of students going on the trip? 4

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

12. What is the approximate cost of the trip per student? \$200

13. How are you funding the trip? club and request county funds for national convention

14. Place a check by the expenses you plan to submit for reimbursement:

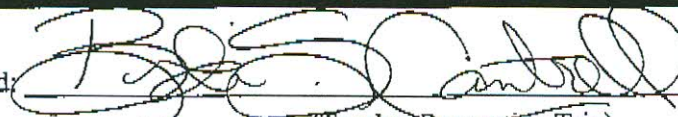
(1) Registration

(2) Meals

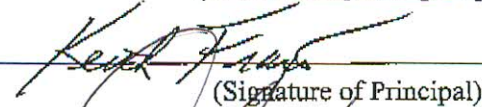
(3) Lodging (include name of hotel and cost per night)

(4) Mileage

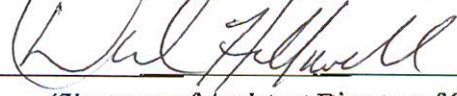
(5) Other anticipated expenses such as parking (specify)

Signed: 
(Teacher Requesting Trip)

Date: 4/10/13

Approved By: 
(Signature of Principal)

Date: 4/14/13

Approved By: 
(Signature of Assistant Director of Schools)

Date: 4-19-13

Approved By: _____
(Signature of Director of Schools)

Date: _____

Approved by Board (if necessary): _____

Remarks or Conditions: _____