

Administrative Procedure

Request for Field TripTeacher's Name Beth McDavidSchool Hillcrest ElementaryDestination (include address) Canon Center, 255 N Main St - Memphis☐ 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 ManualGrade Level (elementary) 7th & 8th Band

Subject Area (secondary) _____

1. How is this trip an integral part of an approved course of study? Allows my upper students who won a spot by audition to play in a regional band led by a conductor of national caliber.
2. Prior to this field trip the class will be involved in the following preliminary activities to prepare for this trip:
 - a. Winning a spot in the All West TN Band by audition
 - b. Practicing & polishing the All West Tennessee Concert Music
 - c. _____
 - d. _____
3. Follow-up activities for this unit will include the following activities:
 - a. "Debrief" in class
 - b. Learn any new techniques acquired at event from other students.
 - c. _____
 - d. _____
4. Transportation Requested: OCCHS Band will take care of transportation
5. Date of Trip: January 30 - Feb 1
6. Substitutes Requested (if necessary): yes
7. Parental Permission Forms Received: 1 for each child (11 possible, 4 expected) who wins a slot thro
8. Plans of Students Not Going On Trip: class as usual

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9. This form is to be filled out by the teacher and submitted to the principal. It is to be used to request a field trip and is not to be used for other purposes. It is to be used to request a field trip and is not to be used for other purposes. It is to be used to request a field trip and is not to be used for other purposes.

Beth McDavid

10. What is the total number of students going on the trip? 10 or fewer (4 expected)
11. How much regular classroom instructional time will be missed? 2 days, 1 night
12. What is the approximate cost of the trip per student? \$30 ^{room} registration fee, 2 breakfasts, 2 lunches
13. How are you funding the trip? OCHS Band-room & 1 meal, Hillcrest Band-4 meals and reg. fee
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 McDavid Date: 12/11/13

(Teacher Requesting Trip)

Approved By: Patricia Rogers Date: 12/11/13

(Signature of Principal)

Approved By: L. L. Howell Date: 12-12-13

(Signature of Assistant Director of Schools)

Approved By: Nancy Hamilton Date: _____

(Signature of Director of Schools)

Approved by Board (if necessary): _____

Remarks or Conditions: _____