

Request for Field Trip

2014

Teacher's Name

Suzanne Hill

School

OCCNS

Destination (include address)

St. Louis, Missouri

☒ 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)

Art Club

1. How is this trip an integral part of an approved course of study? Students will view

original works of art, see art demos, & participate in

hands-on activities

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

a. Officials research are including art-related

b. attractions, lodging, & restaurants. They choose points

c. of interest & make necessary contacts. All participants

d. must help with all fund raising activities, including

3. Follow-up activities for this unit will include the following activities: after-school art lessons for K-8.

a. Discussion & critique of viewed artwork.

b. Scrapbook will be produced by students in

c. order to share experiences & information

d. with others

4. Transportation Requested:

1 school bus

5. Date of Trip:

April 10-14

6. Substitutes Requested (if necessary):

one / faculty for 1 day

7. Parental Permission Forms Received:

3 weeks prior to trip

8. Plans of Students Not Going On Trip:

Continue art projectsas previously assigned.

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):

Suzanne & Danny Hill
Glen & Carol Marshall
Jan Smothers & Polly Brasher

10. What is the total number of students going on the trip? 20-25

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

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

13. How are you funding the trip? Art Club fundraisers

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: Suzanne Hill Date: 1-8-14

(Teacher Requesting Trip)

Approved By: Dwight Brasher Date: 1-10-14

(Signature of Principal)

Approved By: Dale Howell Date: 1-13-2014

(Signature of Assistant Director of Schools)

Approved By: _____ Date: _____

(Signature of Director of Schools)

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: 1-8-14 School: OCCHSGroup or Activity Requesting Transportation: Art ClubSponsor: Suzanne Hill Charged or bill to: Art ClubTrip Date: April 10-14 # of Buses: 1 # of Students: 20-25 # of Chaperones: 6Specific Location of Loading Place: front entranceTimes: Loading: 3 PM Leaving School: 3:15 Arrive First Destination: 10 PMLeave Last Destination: 1 PM Return: 7 PMDestination: St. Louis, MoDriver Request: Eugene Fletcher 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 1-10-14 Building Principal Signature L. C. [Signature]**Part C: (For transportation office)**

Request Approved _____ Request Denied _____

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

Supervisor of Transportation Signature _____ Approximate Cost: _____

Exact itinerary is not yet finalized.
It will be available 1 week prior
to trip.

Please allow Eugene Fletcher to
drive for us if he is available.
He has done a great job previously.

**OCCHS SENIOR ART CLUB TRIP
ST. LOUIS, MISSOURI
APRIL 10 - 14, 2014**

DATES: Thursday, April 10 through Monday, April 14

Students leave school on Thursday at 3:00 PM and return on Monday evening. Since Spring Break begins on that Monday, students would miss only one day of school for a 4 1/2 day trip.

DESTINATION: St. Louis, Missouri

ELIGIBILITY:

Art Club requirements: Any Art Club member who is currently a senior, in Art 3, or an Art Club officer.

Participants must:

- *Work in 6 after-school art lessons
- *Participate in the product sale
- *Attend at least half senior trip planning meetings
- *Be actively involved in Art Club activities

School requirements: All students must be currently passing all classes, and have no attendance or disciplinary problems. Both teachers and parents must give consent via signed permission forms.

COST: Approximately \$6200 + meals (based on 22 student estimate, appx \$282 per student)

Transportation: \$400

Lodging: 10 quad rooms @ \$100 per night x 4 nights = \$4000 (includes hot breakfast)

Admissions: \$40 per person x 30 people = \$1200

Meals: 2 meals per day, responsibility of each individual; breakfast provided plus one meal going home

Miscellaneous: Parking, scrapbook, Lambert's meal, etc = \$600

FUNDING: Art Club pays all costs, except as indicated above.

TRANSPORTATION: Obion County Schools bus

POINTS OF INTEREST:

St. Louis Art Museum	St. Louis Science Center
Contemporary Art Museum	St. Louis Zoo
Missouri Botanical Garden	City Museum
Gateway Arch Riverfront	Laumeier Sculpture Park
St. Louis Union Station	Third Degree Glass Factory

ADULT CHAPERONES:

Suzanne Hill, art teacher/advisor	Danny Hill, spouse
Glen Marshall, art teacher/advisor	Carol Marshall, spouse
Jan Smothers, faculty	Polly Brasher, former faculty

ELIGIBLE STUDENTS:

Alberto Accvedo	Justis Allen	Courtney Brewer	Kayla Bugg	Tyler Chesser
Zach Cochran	Joey Crosser	Wendy Crowell	Amber Cunningham	Nicole Glisson
Alyssa Gray	Korben Hagan	Jesse Harvel	Jessica LaMastus	Brittney McEwen
Kayla Miller	Nick Miller	Jennie Morgan	Jessica Parnell	Aura Parrish
Tyler Rotgers	Alexis Ryan	Austin Simpson	Kyle Singleton	Denver Willis
Becca Wisdom	Terri Faye Doughten	Amber Dycus	Jasmine Green	Jessica Hobbs
Lauren Kendall	Stella Prouett	Austin Roach	Dakota Smith	Logan Turrentine
Hunter Daniels	Klayton Hagan	Brianna Hinton		