

## Request for Field Trip

Teacher's Name Melanie Mitchell School OCCHS

Destination (include address) BassMaster Classic - Birmingham, 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) Athletics

1. How is this trip an integral part of an approved course of study? \_\_\_\_\_

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

a. 2 team members are competing in the

b. BassMaster High School Classic

c. \_\_\_\_\_

d. \_\_\_\_\_

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

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

d. \_\_\_\_\_

4. Transportation Requested: —

5. Date of Trip: Tues., Feb 18, 2014 → Sunday, Feb 23, 2014

6. Substitutes Requested (if necessary): 1 sub for Andy Salmon

7. Parental Permission Forms Received: will be turned in by Feb 10, 2014

8. Plans of Students Not Going On Trip: \_\_\_\_\_

Note!  
Transportation  
coming from  
Travis Johnson

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):

Andy Salmon - Sponsor

Johnnie Garrett - SSO President & boat captain

10. What is the total number of students going on the trip? 2

11. How much regular classroom instructional time will be missed? 3 days

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

13. How are you funding the trip? SSO 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: \_\_\_\_\_

Melanie Mitchell  
(Teacher Requesting Trip)

Date: 1-10-14

Approved By: \_\_\_\_\_

Linda Cragger  
(Signature of Principal)

Date: 1-10-14

Approved By: \_\_\_\_\_

Phil Hillwell  
(Signature of Assistant Director of Schools)

Date: 1-13-2014

Approved By: \_\_\_\_\_

(Signature of Director of Schools)

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

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

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