

## Request for Field Trip

Teacher's Name Melanie Mitchell School OCCHS

Destination (include address) Bass Master 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? Attend and observe the Bass Master & the High School Bass Master Classic.

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

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

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

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

4. Transportation Requested: Van

5. Date of Trip: Friday, Feb 21, 2014 → Sunday, Feb 23, 2014

6. Substitutes Requested (if necessary): Possibly 1 sub - not sure of

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

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



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):

Up to 10 students - with  
Melanie Mitchell - Sponsor Randy Mitchell  
Travis Johnson - Ass't Principal @ Hillcrest

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

11. How much regular classroom instructional time will be missed?  $\emptyset$

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

13. How are you funding the trip? SSD 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 Date: 1-10-14  
(Teacher Requesting Trip)

Approved By: Linda Currier Date: 1-10-14  
(Signature of Principal)

Approved By: [Signature] Date: 1-23-14  
(Signature of Assistant Director of Schools)

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

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

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