

Needs to be added to board agenda for approval - overnight trip
Administrative Procedure

Request for Field Trip

Teacher's Name Jennifer Robertson

School OCJH Football Cheer

Destination (include address) Mardi Gras Nationals- Chaifetz Arena- #1 Compton Ave., St. Louis, MO

☐ 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) 6-8

Subject Area (secondary) _____

1. How is this trip an integral part of an approved course of study? This national cheerleading competition will allow the team to showcase the skills learned by the team.

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

a. Stunting

b. Tumbling

c. Jumping

d. Aerobic & strength training

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

a. continued practice on all skills listed above

b. _____

c. _____

d. _____

4. Transportation Requested: none- We will travel by caravan.

5. Date of Trip: Sun., April 6th, 2014 --traveling the 5th & coming home the 7th due to perf. time

6. Substitutes Requested (if necessary): 6 - Mon. 7th due to travel home (all chaperones are teachers)

7. Parental Permission Forms Received: yes

8. Plans of Students Not Going On Trip: N/A

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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):

Jolinda Guren *Ellen Crum* *Antoinette Wates*
 Jennifer Robertson, Jenny Wilder, Jolinda Guren, Natalie Seals, Ellen Crum, Antoinette Wates
 Chaper Sponsor Chaper Sponsor Chaper Sponsor

10. What is the total number of students going on the trip? 28
11. How much regular classroom instructional time will be missed? one school day
12. What is the approximate cost of the trip per student? \$70.00
13. How are you funding the trip? money raised through fundraising (no cost for students)
14. Place a check by the expenses you plan to submit for reimbursement:
- ☐ (1) Registration
- ☒ (2) Meals *if possible*
- ☒ (3) Lodging (include name of hotel and cost per night) _____
- ☒ (4) Mileage
- ☐ (5) Other anticipated expenses such as parking (specify) _____

Signed: *Jennifer Robertson* Date: 1/24/14
 (Teacher Requesting Trip)

Approved By: *Sharon Stone* Date: 1/24/14
 (Signature of Principal)

Approved By: *Del Hlavac* Date: 1-27/14
 (Signature of Assistant Director of Schools)

Approved By: _____ Date: _____
 (Signature of Director of Schools)

Approved by Board (if necessary): _____

Remarks or Conditions: _____