

## Administrative Procedure

**Request for Field Trip**Teacher's Name Kim Little, Cheryl Reddin School RidgemontDestination (include address) Opryland Hotel 2800 Opryland Dr.  
Nashville, TN☐ 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) 6-8 Subject Area (secondary) \_\_\_\_\_1. How is this trip an integral part of an approved course of study? Students will gain and practice leadership skills by competing with other students in various areas of academics, arts, crafts

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

a. Maintaining acceptable grades in all classes.b. Preparing for various competitionsc. Discuss rules for behavior

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

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

a. Maintaining acceptable grades in all classes.

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

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

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

4. Transportation Requested: school bus5. Date of Trip: March 2-4, 20146. Substitutes Requested (if necessary): 27. Parental Permission Forms Received: yes8. Plans of Students Not Going On Trip: Attend regular classesas normal

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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):

Kim Little, Cheryl Reddin, Michelle King,  
Elizabeth Stover, Chris McDaniel, Ellen Crum,  
Ricky Summers, Stevie Moran, Kelli Moore, Hattie  
Smith

*Circled  
meals to  
use  
personal  
day*

10. What is the total number of students going on the trip? 28
11. How much regular classroom instructional time will be missed? 2 days
12. What is the approximate cost of the trip per student? \$0 - trip - *Students are bringing \$ for own meals.*
13. How are you funding the trip? BETA 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: Cheryl Reddin Kim Little Date: 1-24-14  
 (Teacher Requesting Trip)

Approved By: Guse Brownell Date: 1-24-14  
 (Signature of Principal)

Approved By: Del Hollowell 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: \_\_\_\_\_

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## 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: January 17, 2014 School: RidgemontGroup or Activity Requesting Transportation: Ridgemont BETA ClubSponsor: Kim Little, Cheryl Charged or bill to: BETA ClubTrip Date: Mar. 2-4, 2014 # of Buses: 1 # of Students: 28 # of Chaperones: 10Do You Need A Driver? ☒ Yes ☐ No If Not, Who Is Driving? \_\_\_\_\_Specific Location of Loading Place: Ridgemont back parking lotTimes: Loading: 1:45pm Leaving School: 2:00pm Arrive First Destination: 5:00pmLeave Last Destination: 2:00 pm Return: 4 pm  
- 4:00 pm - 7 pmDestination: Opryland Hotel, Nashville, TNPhysical Address: 2800 Opryland Dr.  
Nashville, TN

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 Y Request Denied \_\_\_\_\_Date of Approval/Denial 1-24-14 Building Principal Signature [Signature]

## Part C: (For transportation office)

Request Approved \_\_\_\_\_ Request Denied \_\_\_\_\_

Type of Transportation: District Bus: \_\_\_\_\_ Chartered Bus: \_\_\_\_\_ Other: \_\_\_\_\_

Supervisor of Transportation Signature \_\_\_\_\_ Approximate Cost: \_\_\_\_\_