

Administrative Procedure

### Request for Field Trip

Teacher's Name Will Simmons School OCCHS

Destination (include address) Crowne Plaza, 1301 Wyandotte Street, Kansas City, 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) 9-12 Subject Area (secondary) Welding

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

Improve Student Knowledge of Competition Setting and Leadership Building

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

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

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

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

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

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

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

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

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

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

4. Transportation Requested: Yes ( Single Car )

5. Date of Trip: ~~7/24/14 - 7/27/14~~ 6-24-14 to 6-27-14

6. Substitutes Requested (if necessary): No

7. Parental Permission Forms Received: Yes

8. Plans of Students Not Going On Trip: No

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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):

Myself  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. What is the total number of students going on the trip? 1

11. How much regular classroom instructional time will be missed? None

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

13. How are you funding the trip? SkillsUSA

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: Will D... Date: 6/17/14  
(Teacher Requesting Trip)

Approved By: Linda C. ... Date: 6-17-14  
(Signature of Principal)

Approved By: Lal ... Date: 6-17-14  
(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: 6/17/14 School: Obiwan County Central High School

Group or Activity Requesting Transportation: Skills USA

Sponsor: Will Simmons Charged or bill to: Skills USA

Trip Date: 6/24/14 # of Buses:        # of Students: 1 # of Chaperones: 1

Do You Need A Driver?  Yes  No If Not, Who Is Driving?       

Specific Location of Loading Place: OCCHS

Times: Loading: 12:00 Leaving School: same Arrive First Destination: n/a

Leave Last Destination: n/a Return: 6/27/14

Destination: Crowe Plaza, 1301 Wyandotta Street,

Physical Address: same as above Kansas City, Mo.

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 6-17-14 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: