

West TN FFA Chapter Officer

Administrative Procedure

Request for Field TripTeacher's Name Sarah DickinsonSchool OCCHSDestination (include address) National Guard Training Center, 325 Arsenal Lane, Laviana, 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 Manual

Grade Level (elementary) _____

Subject Area (secondary) 9-12; Agriculture

1. How is this trip an integral part of an approved course of study? Part of the agriculture education curriculum is premier leadership and personal growth. This conference will allow students to

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

a. Students will learn the different components of leadership.

b. Students will describe and explain different qualities of a leader.

c. Students will demonstrate how to work effectively as a team member.

d. _____

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

a. Students will evaluate the conference and discuss what they have learned.

b. _____

c. _____

d. _____

4. Transportation Requested: Yes

5. Date of Trip: September 27-29, 2013

(overnight)

6. Substitutes Requested (if necessary): N/A (weekend trip)

7. Parental Permission Forms Received: Yes

8. Plans of Students Not Going On Trip: N/A (weekend trip)

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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):

Sarah Dickinson

Cassie Hendon

Male Chaperone (if we have male students attending).

10. What is the total number of students going on the trip? 8

11. How much regular classroom instructional time will be missed? 0

12. What is the approximate cost of the trip per student? \$40.00

13. How are you funding the trip? Ag. / FFA

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) Gas (driving county vehicle)

Signed: Sarah Dickinson Date: 8-20-13
(Teacher Requesting Trip)

Approved By: [Signature] Date: 8-20-13
(Signature of Principal)

Approved By: [Signature] Date: 8-21-13
(Signature of Assistant Director of Schools)

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

Approved by Board (if necessary): _____

Remarks or Conditions: _____

Administrative Procedure

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.

West TN FFA Chapter Officer Retreat

Part A:

Date Submitted: 8-20-2013

School: OCCHS

Group or Activity Requesting Transportation: FFA

Sponsor: Sarah Dickinson

Charged or bill to: Ag. /FFA

Trip Date: 9/27 -9/29

of Buses: 0

of Students: 8

of Chaperones: 2

Do You Need A Driver? ☐ Yes ☒ No If Not, Who Is Driving? 2 ag teachers (school car o

Specific Location of Loading Place: OCCHS CTE Wing

Times: Loading: 4:00 PM

Leaving School: 4:00 PM

Arrive First Destination: 5:30 PM

Leave Last Destination: 9-29 at 11:00 / Return: 12:30 on 9-2

Destination: National Guard Training Center

Physical Address:

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 8-21-13

Building Principal Signature

Part C: (For transportation office)

Request Approved ☐Request Denied ☐

Type of Transportation: District Bus: _____ Chartered Bus: _____ Other: _____

Supervisor of Transportation Signature _____ Approximate Cost: _____