

Administrative Procedure

Request for Field TripTeacher's Name Denise BellSchool HillcrestDestination (include address) US Space & Rocket Center, Huntsville, 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 ManualGrade Level (elementary) 4-8Subject Area (secondary) NA1. How is this trip an integral part of an approved course of study? Student will be studying variousspace themed units throughout the school year.

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

a. History of space travelb. The US Space Programc. Our solar systemd.

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

a. Class discussion of simulated shuttle missions.b. Creative writing activity describing their experiences at Space Camp.c. d. 4. Transportation Requested: 1 school bus5. Date of Trip: May 16-18, 20146. Substitutes Requested (if necessary): 7. Parental Permission Forms Received: 8. Plans of Students Not Going On Trip: They will attend their usual scheduled classes.

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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):

Denise BellLeigh-Ann DavisMichelle BuchananMelody Baker

10. What is the total number of students going on the trip? 35
11. How much regular classroom instructional time will be missed? 1 school day
12. What is the approximate cost of the trip per student? 0
13. How are you funding the trip? approved fund-raisers
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: Denise Bell - Melody Baker Date: 9/27/13
(Teacher Requesting Trip)

Approved By: Patricia Rogers Date: 9/27/13
(Signature of Principal)

Approved By: [Signature] Date: 9-27-13
(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: _____ School: Hillcrest

Group or Activity Requesting Transportation: Hillcrest Plus Class

Sponsor: Denise Bell Charged or bill to: Hillcrest Plus Class

Trip Date: May 16-18, 2014 # of Buses: 1 # of Students: 35 # of Chaperones: 4

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

Specific Location of Loading Place: Hillcrest front parking lot

Times: Loading: 6:00 AM Leaving School: 6:30 AM Arrive First Destination: 12:30 PM

Leave Last Destination: 11:00 AM Return: 5:00 PM

Destination: US Space & Rocket Center

Physical Address: One Tranquility Way, Huntsville, AL, 35805

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 _____ Building Principal Signature Patricia Rogers

Part C: (For transportation office)

Request Approved ☐ Request Denied ☐

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

Supervisor of Transportation Signature _____ Approximate Cost: _____