

Administrative Procedure

2014 Tennessee Science Bowl

Request for Field TripTeacher's Name Andy ZimmermanSchool OCCHSDestination (include address) Pillissippi State CC, 10915 Hardin Valley Rd, Knoxville, TN 37932☐ 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) 9-12Subject Area (secondary) Science

1. How is this trip an integral part of an approved course of study? Students will utilize skills from
subject ares that include Math, Biology, Chemistry, Earth Science, and Astronomy.
2. Prior to this field trip the class will be involved in the following preliminary activities to prepare for this trip:
 - a. Practice Subject Sessions
 - b. Practice Competitions
 - c. _____
 - d. _____
3. Follow-up activities for this unit will include the following activities:
 - a. Preparation for UTM Academic Quiz Bowl
 - b. _____
 - c. _____
 - d. _____
4. Transportation Requested: Yes
5. Date of Trip: Feb 21-23, 2014
6. Substitutes Requested (if necessary): Yes
7. Parental Permission Forms Received: In Progress
8. Plans of Students Not Going On Trip: Substitute materials will be provided.

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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):

Andy Zimmerman

Beth McManus

10. What is the total number of students going on the trip? 5-10
11. How much regular classroom instructional time will be missed? 1 Day
12. What is the approximate cost of the trip per student? \$0
13. How are you funding the trip? TN Science Bowl and 21st CCLC
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: _____

(Teacher Requesting Trip)

Date: 11-21-2013

Approved By: _____

(Signature of Principal)

Date: 11-21-13

Approved By: _____

(Signature of Assistant Director of Schools)

Date: 12-4-2013

Approved By: _____

(Signature of Director of Schools)

Date: _____

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: 11-21-2013School: OCCHSGroup or Activity Requesting Transportation: Science Bowl Team - ZimmermanSponsor: Andy ZimmermanCharged or bill to: TN Sci Bowl and 21st CCLCTrip Date: Feb. 21-23# of Buses: VAN # of Students: 5-10 # of Chaperones: 2Do You Need A Driver? ☐ Yes ☒ No If Not, Who Is Driving? _____Specific Location of Loading Place: OCCHS parking lotTimes: Loading: 7:40 amLeaving School: 8:00 amArrive First Destination: 4:00 pmLeave Last Destination: Feb. 23rdReturn: Evening ofDestination: Hilton Knoxville Airport in Alcoa

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.

Physical Address: 2001 Alcoa Hwy, Alcoa, TN 37701**Part B: (For administrative use - building level)**

Request Approved _____ Request Denied _____

Date of Approval/Denial 11-21-13

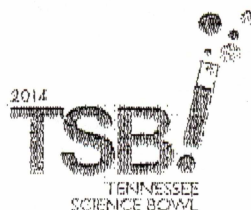
Building Principal Signature

**Part C: (For transportation office)**

Request Approved _____ Request Denied _____

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

Supervisor of Transportation Signature _____ Approximate Cost: _____



MARK YOUR CALENDARS!!
THE TENNESSEE SCIENCE BOWL IS FEBRUARY 21-22, 2014!!

We cordially invite your high school to participate in the **2014 Tennessee Science Bowl (TSB)**, sponsored by the U.S. Department of Energy and administered by ORAU. The TSB team registration and dinner will be held on Friday, February 21, at the Hilton Knoxville Airport in Alcoa. The competition will begin promptly at 8:00 a.m. on Saturday, February 22, at Pellissippi State Community College, Blount County Campus, in Friendsville, TN.

TEAM REGISTRATION INFORMATION

Online registration will open at noon EST on October 1, 2013.

Go to <http://www.orn.gov/sciencebowl/teams/teams.html> and click on the registration link to begin the registration process. The link will take you to the online Department of Energy (DOE) National Science Bowl® (NSB) registration site. All teams that plan to participate in the TSB must register at this site. There is no registration fee for teams to participate in the 2014 TSB.

Due to the growing number of teams that wish to participate, the following deadlines will be in effect and strictly enforced:

- | | |
|---------------------|--|
| December 9: | Deadline for registering Team 1 (with names of <u>all</u> team members included) |
| December 16: | Deadline for receipt by ORAU of all required student and adult forms for Team 1 , including NEW Code of Conduct and Second Coach/Chaperone Registration forms. Documentation from a school or district administrator is required for all school/district-required chaperones. |
| December 18: | Deadline for acceptance of first teams (contingent upon available space; acceptance of first teams will be based on the date and time of registration). First come, first served! |
| December 20: | Deadline for registering Team 2 (with names of <u>all</u> team members included) |
| January 6: | Deadline for receipt by ORAU of all required student and adult forms for Team 2 , including NEW Code of Conduct and Second Coach/Chaperone Registration forms. Documentation from a school or district administrator is required for all school/district-required chaperones. |
| January 3: | Deadline for acceptance of second teams (contingent upon available space; acceptance of second teams will be based on the date and time of registration). First come, first served! |
| January 27: | Changes to team members must be finalized!! No changes will be made after this date unless due to an unforeseen emergency. Call Marolyn Randolph at 865-576-7560 to provide details. <u>All changes must be approved by the TSB Coordinator.</u> |

IMPORTANT INFORMATION ABOUT NON-U.S. CITIZEN TEAM MEMBERS

Non-U.S. Citizen students may participate in the TSB; however, a non-U.S. Citizen student who is a member of a regional winning team must provide either a social security number or permanent resident number in order to participate in the final three rounds at the NSB. If the regional winning team advances to the final three rounds at the NSB and if any high-profile official such as the President of the United States, First Lady, Vice President or other high-ranking official attends, a non-U.S. Citizen student cannot compete in those final rounds. If a social security or permanent resident number is not provided. Furthermore, if a high-profile official attends the final rounds, the non-U.S. Citizen student cannot attend the NSB final rounds if s/he is from a terrorist country included on the U.S. Department of State's list found at <http://www.state.gov/j/ct/list/c14151.htm>.

LODGING

Lodging at the Hilton Knoxville Airport will be provided by ORAU for all participating team members. Four (4) students will be assigned to each room. One room for lodging will be provided for one primary coach per team (unless the second coach or chaperone, required by the school system, will room with the primary coach). Due to TSB budget limitations, each additional coach or chaperone (not rooming with the primary coach) must make his/her own lodging arrangements and cover the cost. The Hilton Knoxville Airport will provide the TSB room rate for individual reservations, if rooms are available. Please ask for Tierra Giles or the Sales Office at 865-970-4300 to obtain the TSB room rate for individual reservations.

TRANSPORTATION

Mileage will be reimbursed at \$.565 per mile for one personal vehicle from your school to PSCC, Blount County, and return. If you need to rent a small van, the cost of the van and fuel for travel on February 21-22 will be reimbursed, with approval by the TSB Coordinator before February 21. Original receipts for the cost of the van and fuel must be submitted for reimbursement. *Reimbursed is contingent on the availability of funds.*

MEALS

Dinner on February 22 at the Hilton Knoxville Airport and lunch on February 23 at PSCC, Blount County Campus, will be provided to officially registered students, coaches, and chaperones required by a school or district.

TEAM REGISTRATION ON FEBRUARY 21

On **February 21**, team registration; lodging registration; team photos; drawings for team placements in the round-robin competition bracket; distribution of t-shirts and tote bags; social activities; dinner and guest speaker; drawings for door prizes; and a brief orientation will be held. These activities will take place at the Hilton Knoxville Airport in Alcoa, TN. **All teams must register on Friday, February 21**, even if a team does not intend to lodge at the Hilton. **Team registration will not be conducted on Saturday, February 22, due to the 8:00 a.m. start of the competition.**

COMPETITION AT PSCC, BLOUNT COUNTY CAMPUS ON FEBRUARY 22

On **February 22**, **teams** will arrive no later than 7:45 a.m. at Pellissippi State Community College's campus in Blount County (located about 8 miles from the Hilton Knoxville Airport) to report to the competition rooms. The first round (round-robin format in the a.m.) will begin promptly at 8:00 a.m. Lunch will be provided to all officially registered students, coaches, and chaperones. The final sixteen teams will compete in a single-elimination format after lunch, and the championship round will end around 4:30 p.m.

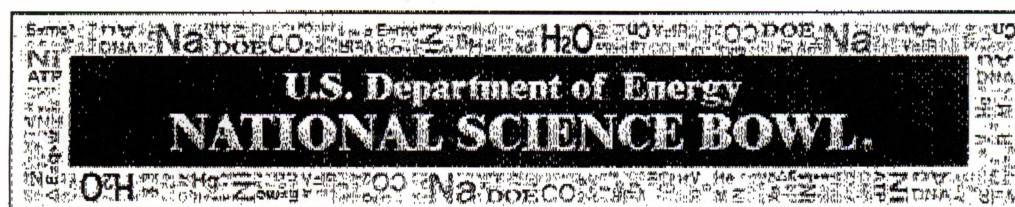
PRIZES

Trophies and cash prizes will be awarded to the top four teams. The 1st place team will receive \$1,000. The 2nd place team will receive \$750; 3rd place will receive \$500; 4th place will receive \$250; and the Civility Award team will receive \$100. ***The first-place team also earns a trip to Washington, D.C., all expenses paid, to represent Tennessee at the National Science Bowl on April 24 - 28.***

If you know that your school will have either one or two teams participating in the 2014 event, please let us know as soon as possible. If you have questions or need additional information, please contact Marolyn Randolph at Marolyn.Randolph@orau.org or me.

Sincerely,

Martha Hammond
Senior Project Manager and TSB Coordinator
Phone: 865-576-2564
Fax: 865-576-1609
Martha.Hammond@orau.org



Regional Science Bowl Code of Conduct

Team members, including coaches, must conduct themselves professionally and in a manner that will bring honor to them, their school, and the competition.

- Possession or use of alcoholic beverages or illegal drugs is prohibited.
- Smoking or using other tobacco products is prohibited in all buildings.
- Shirts and shoes are required inside all buildings at all times.
- Participants and coaches must respect personal and public property. Repair costs for damages incurred to property will be billed to the school responsible for such damages.

The use of electronic devices (cell phones, MP3 players, iPads/tablets, etc.) is not permitted in any competition room. If a staff member or an official sees a participant using these devices in a competition room, the device will be removed from the individual and returned at the conclusion of the event.

This is a team event, therefore one team member, coach, or team supporter, by his or her conduct, could jeopardize the entire team. If officials consider any behavior to be unsportsmanlike, such as questioning the judgment of officials, this will result in the team's disqualification from the tournament.

I have read and will abide by the Tennessee High School Regional Science Bowl Code of Conduct. Failure to completely adhere to the items above will result in the **disqualification and expulsion of the team for the 2014 competition and may result in the disqualification of the school for the 2015 Regional Event.**

Date: _____

Print Student Name

Student Signature

Coach Signature

Parent or Guardian Signature

NOTE: Each student team member, his or her parent/guardian, and coach must sign this form in order for the team to participate in the Tennessee Regional Science Bowl.

Return this completed form to:

Fax to: Marolyn Randolph

To be Seen by Addressee Only

865-576-1609

Mail to: Marolyn Randolph

Tennessee Science Bowl

ORAU

P.O. Box 117, MS 36

Oak Ridge, TN 37831-0117