

Administrative Procedure

Request for Field TripTeacher's Name Melissa LoganSchool Black OakDestination (include address) Chicago, IL (hotel to be determined)☐ 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) 5th-8th

1. How is this trip an integral part of an approved course of study? To provide enrichment through exploration of museums and cultural areas/attractions

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

a. Learn about significant events in the history of Chicago

b. Each student will present an oral report on one significant Chicago landmark

c. _____

d. _____

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

a. Oral reports of what they learned/experienced on the trip

b. _____

c. _____

d. _____

4. Transportation Requested: Will charter a motor coach through Anchor Tours

5. Date of Trip: May 15th-17th

6. Substitutes Requested (if necessary): Yes

7. Parental Permission Forms Received: Yes

8. Plans of Students Not Going On Trip: Continue with normal school routine

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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):

Melissa Logan

Jolinda Gurien

Nathan Rice

10. What is the total number of students going on the trip? 17
11. How much regular classroom instructional time will be missed? 2 school days
12. What is the approximate cost of the trip per student? None
13. How are you funding the trip? PLUS Account
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:

Melissa Logan

(Teacher Requesting Trip)

Date:

11-26-13

Approved By:

James Buchanan

(Signature of Principal)

Date:

11-26-13

Approved By:

(Signature of Assistant Director of Schools)

Date:

Approved By:

(Signature of Director of Schools)

Date:

Approved by Board (if necessary):

Remarks or Conditions: