

faxed 11-21 930am

Administrative Procedure

Request for Field TripTeacher's Name Jeanne Foster School Lake RoadDestination (include address) Canon Center in Memphis, TN for the All West TN Band Clinic☐ 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) _____ Subject Area (secondary) 7th/8th Band

1. How is this trip an integral part of an approved course of study? This allows the students who made the All-West TN band to perform with higher level musicians and perform higher level music
2. Prior to this field trip the class will be involved in the following preliminary activities to prepare for this trip:
 - a. The students will try out for the All -West TN band on January 11th in Jackson, TN
 - b. _____
 - c. _____
 - d. _____
3. Follow-up activities for this unit will include the following activities:
 - a. A concert will be presented on February 2nd in Memphis, TN
 - b. _____
 - c. _____
 - d. _____
4. Transportation Requested: 1 van
5. Date of Trip: January 30-February 2, 2013
6. Substitutes Requested (if necessary): 1 sub for 1 1/2 days
7. Parental Permission Forms Received: Will receive before the day of the trip
8. Plans of Students Not Going On Trip: Music and band class will be run as normal.

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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):

Jeanne Foster, Ped Foster, Jonathan Byrd, and Ed Pledge

10. What is the total number of students going on the trip? Around 2 or 3--will know for sure after try-outs

11. How much regular classroom instructional time will be missed? 1 1/2 days

12. What is the approximate cost of the trip per student? There will not be any cost for the students

13. How are you funding the trip? Lake Road and OCCHS band funds.

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: _____

Jeanne Foster
(Teacher Requesting Trip)

Date: 11-20-13

Approved By: _____

Shula Stone
(Signature of Principal)

Date: 11-20-13

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: _____