

Request for Field Trip

Teacher's Name Marina Greer School South Fulton Middle

Destination (include address) Dallas TX

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) 6-8th Subject Area (secondary) N/A

1. How is this trip an integral part of an approved course of study? doesn't correlate with approved course of study

2. Prior to this field trip the class will be involved in the following preliminary activities to prepare for this trip:
a. _____
b. _____
c. _____
d. _____

3. Follow-up activities for this unit will include the following activities:
a. _____
b. _____
c. _____
d. _____

4. Transportation Requested: N/A

5. Date of Trip: Jan 24-27

6. Substitutes Requested (if necessary): _____

7. Parental Permission Forms Received: _____

8. Plans of Students Not Going On Trip: _____

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):

Marina Greer
Tina Hill

10. What is the total number of students going on the trip? 20

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

12. What is the approximate cost of the trip per student? \$1,000^{oc}

13. How are you funding the trip? Fundraisers & donations

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: Marina Greer Date: 11/14/13
(Teacher Requesting Trip)

Approved By: Kevin Frank Date: 11/15/13
(Signature of Principal)

Approved By: Dal Hillwell Date: 11-15-13
(Signature of Assistant Director of Schools)

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

Approved by Board (if necessary): _____

Remarks or Conditions: _____