

Request for Field Trip

Teacher's Name Jeanne Foster School Lake Road School

Destination (include address) All-West Tennessee Band in Memphis, TN

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) Junior High Band

1. How is this trip an integral part of an approved course of study? This trip allows the band students to be introduced to higher levels of music and musicianship.

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

a. The band members were given music to audition on at the start of the year

b. The students auditioned on January 17, 2015 in order to be a part of this ensemble.

c. _____

d. _____

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

a. A concert will be given at the conclusion of the honor band weekend for public

b. _____

c. _____

d. _____

4. Transportation Requested: 1 van

5. Date of Trip: February 12-14, 2015

6. Substitutes Requested (if necessary): 1 for a day and a half

7. Parental Permission Forms Received: We will receive these before the day of the trip

8. Plans of Students Not Going On Trip: Band students not attending will have class as normal with the substitute teacher

Administrative Procedure

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

10. What is the total number of students going on the trip? 6

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? No cost to the students

13. How are you funding the trip? The LRS band will pay bus, food, and registration cost

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: 11-25-14

Approved By: Keith Stone
(Signature of Principal)

Date: 11-25-14

Approved By: Carl Howell
(Signature of Assistant Director of Schools)

Date: 12-1-14

Approved By: [Signature]
(Signature of Director of Schools)

Date: 12/1/14

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Approved by Board (if necessary):

Remarks or Conditions: