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**OBION COUNTY**  
**CENTRAL HIGH SCHOOL**

# FAX

To: Mr. Dale Hollowell

From: Ms. Linda Crigger

Fax: \_\_\_\_\_

Pages: 05

Phone: \_\_\_\_\_ Date: 1/15/15

Re: Field Trip Request CC: \_\_\_\_\_

Urgent     For Review     Please Comment     Please Reply

COMMENTS:

*Suzanne Hill - Art Club  
Nashville, Chattanooga*

*March 26 - March 29, 2015!*

*Needs Board Approval!*

FAXED

# Request for Field Trip

2015

Teacher's Name Suzanne Hill School OCCHS

Destination (include address) Nashville, Chattanooga - <sup>multiple</sup> locations

- 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) Art Club

1. How is this trip an integral part of an approved course of study? Students will view original works of art; tour an art school, & participate in a hands-on-workshop.

2. Prior to this field trip the class will be involved in the following preliminary activities to prepare for this trip:
- a. Officer research area including art-related attractions
  - b. & lodging. They choose itinerary based on budget & make
  - c. necessary contacts. All participating students help with
  - d. after-school art lessons & attend informational meetings

3. Follow-up activities for this unit will include the following activities:
- a. Discussion & critique of viewed artwork.
  - b. Scrapbook will be put together by students in order
  - c. to share experiences & information with other
  - d. art students.

4. Transportation Requested: 1 school bus

5. Date of Trip: March 26 - March 29 overnight Needs Board Approval

6. Substitutes Requested (if necessary): one / faculty member

7. Parental Permission Forms Received: yes

8. Plans of Students Not Going On Trip: Continue previously assigned ongoing art projects.

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):

Suzanne Neil - Danny Neil  
Belen Marshall - Carol Marshall  
~~Jan Amothair~~ - Polly Brasher

10. What is the total number of students going on the trip? approx. 20-25

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? Art Club

14. Place a check by the expenses you plan to submit for reimbursement: N/A

- (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: Suzanne Neil Date: 1-12-15  
(Teacher Requesting Trip)

Approved By: [Signature] Date: 1-15-15  
(Signature of Principal)

Approved By: [Signature] Date: 1-15-2015  
(Signature of Assistant Director of Schools)

Approved By: [Signature] Date: 1-22-15  
(Signature of Director of Schools)

Approved by Board (if necessary): \_\_\_\_\_

Remarks or Conditions: \_\_\_\_\_

## 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: 1-12-15 School: OCCHS

Group or Activity Requesting Transportation: Art Club

Sponsor: Suzanne Hill Charged or bill to: Art Club

Trip Date: 3/26 - 3/29 # of Buses: 1 # of Students: 20 # of Chaperones: 6

Specific Location of Loading Place: front entrance OCCHS

Times: Loading: 3:00PM Leaving School: 3:15PM Arrive First Destination: 6:30PM

Leave Last Destination: 12:00 PM Return: 7:00 PM

Destination: Nashville/Chattanooga 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.

**Part B: (For administrative use - building level)**

Request Approved  Request Denied

Date of Approval/Denial 1-15-15 Building Principal Signature [Signature]

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

Request Approved  Request Denied

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

Supervisor of Transportation Signature \_\_\_\_\_ Approximate Cost: \_\_\_\_\_



Exact itinerary will be available  
1-2 weeks before trip.