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

# FAX

To: Mr. Dale Hollowell

From: Ms. Linda Crigger

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

Pages: 4

Phone: \_\_\_\_\_ Date: 1/20/15

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

Urgent       For Review       Please Comment       Please Reply

COMMENTS: *Carrie Chambers - FFA  
Gatlinburg In  
TN FFA State Convention  
3/28/2015 - 4/1/2015*

**FAXED**  
*1/20/15*

## Administrative Procedure

## Request for Field Trip

Teacher's Name Carrie Chambers School Obion Central

Destination (include address) TN State FFA Convention Gatlinburg 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) Agriculture

1. How is this trip an integral part of an approved course of study? This trip aligns with multiple Agriculture standards which address leadership, career planning, personal growth

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

- Students will develop Agri-Science Fair projects/inquiry based on scientific method
- Students will develop Ag business plans for understanding and presentation
- Students will develop an Ag communication Plan to present
- Students will conduct + participate in meetings based on Roberts rules of order and parliamentary procedure

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

- Students will reflect on Agri-Science Fair project to develop areas to improve
- Students will present revised Ag business plans to class. Revisions will derive from competition
- Students will refine Ag communication plan based on judge <sup>results</sup> feedback
- Students will present/share findings, leadership skills and experience with

4. Transportation Requested: \_\_\_\_\_

5. Date of Trip: March 28, 2015 - April 1<sup>st</sup>, 2015 *Pre-Approved By Board*

6. Substitutes Requested (if necessary): Mon <sup>30<sup>th</sup></sup> Tue <sup>31<sup>st</sup></sup> Wed <sup>1<sup>st</sup></sup> for Cassie Hendon + Carrie Chambers.

7. Parental Permission Forms Received: yes

8. Plans of Students Not Going On Trip: Students will be left engaging work aligned with TN Ag Ed. standards.

Issued 01/01/2007

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):

Carrie Chambers, Cassie Wendon, Robert Miller (Alumni) <sup>→ If needed</sup>  
Kyle Gheuring, Male bus driver (Gwen Wood)

10. What is the total number of students going on the trip? 26-28

11. How much regular classroom instructional time will be missed? 3 days

12. What is the approximate cost of the trip per student? around \$100-\$150 (meals)

13. How are you funding the trip? FFA account fundraising events

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: Carrie Chambers Date: 1-14-15  
(Teacher Requesting Trip)

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

Approved By: [Signature] Date: 1-22-2015  
(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: 1-14-15 School: Obion Central

Group or Activity Requesting Transportation: FFA

Sponsor: Carrie Chambers Charged or bill to: FFA

Trip Date: March 28 # of Buses: 1 # of Students: 26 # of Chaperones: 3

Do You Need A Driver?  Yes  No If Not, Who Is Driving? Gwen Wood agreed to drive 1-14-15

Specific Location of Loading Place: behind Central by Ag wing

Times: Loading: <sup>show up 8:45</sup> 9:00 Leaving School: 9:15 Arrive First Destination: 6:00

Leave Last Destination: April 1<sup>st</sup> 8:00 Return: 4:30:5h

Destination: Garlinberg for TN FFA State Convention

Physical Address: 929 Parkway Garlinberg, TN 37738

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: \_\_\_\_\_

FAXED