

Administrative Procedure

Request for Field TripTeacher's Name Monty Breneman School SFHSDestination (include address) Smoky Mountain Music Festival☐ 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) 8-12 Band

1. How is this trip an integral part of an approved course of study? Students will be evaluated based on state/national performance standards
2. Prior to this field trip the class will be involved in the following preliminary activities to prepare for this trip:
 - a. in-class rehearsal
 - b. after-school rehearsals
 - c. rehearsals w/ other band directors
 - d. _____
3. Follow-up activities for this unit will include the following activities:
 - a. evaluating the judges tapes/comment sheets
 - b. written evaluation of our performances
 - c. _____
 - d. _____
4. Transportation Requested: yes (charter bus)
5. Date of Trip: 4/30-5/2
6. Substitutes Requested (if necessary): yes
7. Parental Permission Forms Received: in progress
8. Plans of Students Not Going On Trip: alternate music assignments
(all but 1-2 students in band are going)

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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):

Nancy Denton, Joyce Hicks, Kay Pearcey,
Dylan Pearcey

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

33

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

1.5 days

12. What is the approximate cost of the trip per student?

~185

13. How are you funding the trip?

band account, band boosters

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

☐ (1) Registration

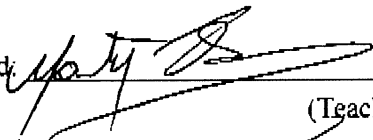
☐ (2) Meals

☐ (3) Lodging (include name of hotel and cost per night)

☐ (4) Mileage

☐ (5) Other anticipated expenses such as parking (specify)

Signed:



(Teacher Requesting Trip)

Date:

4/17/2015

Approved By:

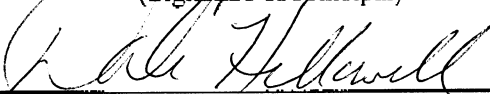


(Signature of Principal)

Date:

4/20/15

Approved By:



(Signature of Assistant Director of Schools)

Date:

4-20-15

Approved By:

(Signature of Director of Schools)

Date:

Approved by Board (if necessary):

Remarks or Conditions: