



# SOUTH FULTON HIGH SCHOOL

## FACSIMILE TRANSMITTAL SHEET

TO: Dale Hollewell	FROM: Kyle Gehring
COMPANY: South Fulton FFA	DATE: 09/11/14
FAX NUMBER:	TOTAL NO. OF PAGES, INCLUDING COVER: 3
PHONE NUMBER: 931-622-5061	SENDER'S PHONE NUMBER: 731-479-1441
REF:	SENDER'S FAX NUMBER: 731-479-0586

URGENT  
  FOR REVIEW  
  PLEASE COMMENT  
  PLEASE REPLY  
  FAX AND TELETYPE

NOTES/COMMENTS

Needing Board Approval for FFA National Convention Oct. 28<sup>th</sup> - Nov 2<sup>nd</sup>

Administrative Procedure

### Request for Field Trip

Teacher's Name Kyle Gehring School South Fulton High

Destination (include address) Kentucky Expo Center 937 Phillips Ln, Louisville, Ky 40209

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) 9<sup>th</sup> - 12<sup>th</sup> Subject Area (secondary) Agriculture

1. How is this trip an integral part of an approved course of study? FFA Leadership is related to each Agricultural class as well as one of the three Premier divisions of Agriculture

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

- a. Fundraisers to offset costs
- b. Cooperation with South Fulton FFA Alumni
- c. Review of all Convention and hotel rules
- d. \_\_\_\_\_

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

- a. Share information with other FFA members
- b. Strengthen ties with community through activities
- c. Work on our officer POAs.
- d. \_\_\_\_\_

4. Transportation Requested: With Obion Central FFA

5. Date of Trip: Oct 28<sup>th</sup> through Nov 2<sup>nd</sup>

6. Substitutes Requested (if necessary): \_\_\_\_\_

7. Parental Permission Forms Received: Upon departure

8. Plans of Students Not Going On Trip: Students will be assigned literature searches & Chapter reviews related to the information we have covered prior to our departure.

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):

Kyle Gehring  
Cindy Glesser - Parent OR Mardy Pope - Parent  
(Depending on if they can finalize their days off)

10. What is the total number of students going on the trip? 14

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

12. What is the approximate cost of the trip per student? \$0 due to fundraising

13. How are you funding the trip? FFA Alumni, FFA ~~Commissions~~ "Ag Day"

14. Place a check by the expenses you plan to submit for reimbursement: (Titan Tire)

- (1) Registration
- (2) Meals
- (3) Lodging (include name of hotel and cost per night) \_\_\_\_\_
- (4) Mileage
- (5) Other anticipated expenses such as parking (specify) Gas for Bus (If payed on personal debit card)

Signed: Kyle Gehring Date: 09/10/14  
(Teacher Requesting Trip)

Approved By: Kurt Fray Date: 9/11/14  
(Signature of Principal)

Approved By: Debra Hillwell Date: 9-11-14  
(Signature of Assistant Director of Schools)

Approved By: Russell Johnson Date: 9-11-14  
(Signature of Director of Schools)

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

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