

Administrative Procedure

Request for Field Trip

Hillcrest Science Club
(overnight trip)

Teacher's Name Barbara Orr School Hillcrest

Destination (include address) Chickasaw State Park 20 Cabin Ln; Henderson, TN 38340
Dismal Canyon Alabama 901 Hwy 8 Phil Campbell, Alabama

The request is for a field trip listed in the current board-approved edition of the Obion County School District's Field Trip Manual 35581

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) 4th / 5th / 6th Subject Area (secondary) _____

1. How is this trip an integral part of an approved course of study? Habitats

landforms, life cycles, interactions among organisms are all part of the curriculum.

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

- a. research cave exploration
- b. learn life cycle of glow worms
- c. become familiar with canyon landforms
- d. _____

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

- a. Students will discuss what they
- b. saw and experienced at the next meeting.
- c. Presentations can be made by students.
- d. _____

4. Transportation Requested: yes

5. Date of Trip: May 8-10

Needs Board Approval

6. Substitutes Requested (if necessary): yes - 2

7. Parental Permission Forms Received: 60

8. Plans of Students Not Going On Trip: continue in class with those not in Science Club.

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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):

Barbie Orr Tim Smith George Leake
Courtney Gantt Lana Carson
Michelle Buchanan Melodie Baker

10. What is the total number of students going on the trip? 60

11. How much regular classroom instructional time will be missed? 1 day

12. What is the approximate cost of the trip per student? 0.00

13. How are you funding the trip? fund raiser

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: Barbara Orr Date: 11/17/14
(Teacher Requesting Trip)

Approved By: Patricia Rogers Date: 11/18/14
(Signature of Principal)

Approved By: Paul Hollowell Date: 11/19/14
(Signature of Assistant Director of Schools)

Approved By: [Signature] Date: 11/19/14
(Signature of Director of Schools)

Approved by Board (if necessary): _____

Remarks or Conditions: _____