

Request for Field Trip

Teacher's Name Melissa Logan School Black Oak

Destination (include address) Atlanta Aquarium, 225 Baker St. NW, Atlanta GA

The request is for a field trip listed in the current board-approved edition of the Obion County ³⁰³¹³ 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) 6th-8th - Plus students Subject Area (secondary) _____

1. How is this trip an integral part of an approved course of study? Provide enrichment opportunities for gifted class st's

2. Prior to this field trip the class will be involved in the following preliminary activities to prepare for this trip:
- a. Learn about various conservation efforts-
 - b. Prepare questions to ask for aquarium
 - c. Study history of coca-cola ^{tone} museum
 - d. _____

3. Follow-up activities for this unit will include the following activities:
- a. Write 1 page paper regarding experience on
 - b. Keep list & report 10 things new they ^{trip} learned on trip
 - c. _____
 - d. _____

4. Transportation Requested: After approval - will need school bus

5. Date of Trip: May 12th - 14th, 2016 (overnight)

6. Substitutes Requested (if necessary): Yes

7. Parental Permission Forms Received: Yes

8. Plans of Students Not Going On Trip: Continue with normal school routine

Administrative Procedure

st of Chaperones (All High School trips must have 1 chaperone per 20 students. All Elementary trips must have
chaperone per 10 students. Overnight field trips require board-approved chaperones):

Melrose Hogan

Mary Coleman

10. What is the total number of students going on the trip? 11

11. How much regular classroom instructional time will be missed? 2 days of school

12. What is the approximate cost of the trip per student? none

13. How are you funding the trip? Plus Account

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) Milcage

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

Signed: Melrose Hogan

(Teacher Requesting Trip)

Date: 01-11-16

Approved By: [Signature]

(Signature of Principal)

Date: 1/11/16

Approved By: [Signature]

(Signature of Assistant Director of Schools)

Date: 1/12/16

Approved By: [Signature]

(Signature of Director of Schools)

Date: 1/13/16

Approved by Board (if necessary): _____

Remarks or Conditions: _____