

## Request for Field Trip

Teacher's Name Barbie Orr / Courtney Gantt School HillcrestDestination (include address) Brandon Springs at LBL - 336 Brandon Spring Rd.
 The request is for a field trip listed in the current board-approved edition of the Obion County School District's Field Trip Manual Doren, TN  
37058
 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) 4<sup>th</sup>/5<sup>th</sup>/6<sup>th</sup> Subject Area (secondary) \_\_\_\_\_

1. How is this trip an integral part of an approved course of study? Beaver Marsh - habitat, interdependency; Creek Stompin' - microorganisms; Night Hiker nocturnal;
2. Prior to this field trip the class will be involved in the following preliminary activities to prepare for this trip:
  - a. Study of above standards.
  - b. Research into an area above.
  - c. \_\_\_\_\_
  - d. \_\_\_\_\_
3. Follow-up activities for this unit will include the following activities:
  - a. Changes or additions to research from
  - b. experiences and presentation.
  - c. \_\_\_\_\_
  - d. \_\_\_\_\_
4. Transportation Requested: bus only
5. Date of Trip: April 4-5 \*see below
6. Substitutes Requested (if necessary): 1 for 2 days
7. Parental Permission Forms Received: 50
8. Plans of Students Not Going On Trip: remain a school in class

\*With 30 in 5<sup>th</sup> grade and 23 of those going with me, Ms. Shiloh and Ms. Kelly are dividing the remaining 27 (13 & 14)



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):

|                           |                         |                                    |
|---------------------------|-------------------------|------------------------------------|
| <u>Barbie Orr (1)</u>     | <u>George Leake (1)</u> | <u>Jessica Flowers</u>             |
| <u>Courtney Gantt (2)</u> | <u>Bill Kain (3)</u>    | <u>3 Board Approved Chaperones</u> |
| <u>Lana Carson</u>        | <u>Candi Caldwell</u>   |                                    |

10. What is the total number of students going on the trip? 50

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

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

13. How are you funding the trip? fundraisers

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) as a second bus driver.
- (4) Mileage
- (5) Other anticipated expenses such as parking (specify) We could share the

\*This is a tip we have taken in the past. Students must be bused to the Creek. I did not know that before. I would like to ask to have Bill Kain. He has a son in Science Club and so would be interested in the trip.

Signed: Barbara Orr Juries. He would miss a day and a half of work @ most.  
 Date: 2-22-16

(Teacher Requesting Trip)

Approved By: Patricia Rogers Date: 2/22/16  
 (Signature of Principal)

Approved By: [Signature] Date: 2/24/16  
 (Signature of Assistant Director of Schools)

Approved By: [Signature] Date: 2/24/16  
 (Signature of Director of Schools)

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

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