

Request for Field Trip

Teacher's Name Jeanne FosterSchool Lake Road SchoolDestination (include address) All-West Tennessee Band Clinic, 255 N Main St, Memphis, TN 38103

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) 7-8

Subject Area (secondary) _____

1. How is this trip an integral part of an approved course of study? This trip allows the band students experience a higher level of music and musicianship from the other students at the honor band.
2. Prior to this field trip the class will be involved in the following preliminary activities to prepare for this trip:
 - a. Music was past out in August to prepare of the all district audition.
 - b. Students will attend a try out in Memphis, TN on January 14, 2016
 - c. _____
 - d. _____
3. Follow-up activities for this unit will include the following activities:
 - a. A concert will be given on February 11, 2017 at the Cannon Center in Memphis, TN.
 - b. _____
 - c. _____
 - d. _____
4. Transportation Requested: 1 VAN
5. Date of Trip: February 9-11, 2017
6. Substitutes Requested (if necessary): 1 sub for two days
7. Parental Permission Forms Received: We will receive these before the day of the trip.
8. Plans of Students Not Going On Trip: The substitute will run the classroom as normal.

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):

Jeanne Foster

10. What is the total number of students going on the trip? 8

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

12. What is the approximate cost of the trip per student? \$75

13. How are you funding the trip? The Lake Road Band 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) Mileage

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

Signed: Jeanne Foster Date: 11-17-16
(Teacher Requesting Trip)

Approved By: Joyce Crum Date: 11-17-16
(Signature of Principal)

Approved By: Wale Hellwell Date: 11-17-16
(Signature of Assistant Director of Schools)

Approved By: [Signature] Date: 11-17-16
(Signature of Director of Schools)

Approved by Board (if necessary): _____

Remarks or Conditions: _____

Request for Transportation

INSTRUCTIONS:

1. Complete all items in Part A and submit to your principal for his/her approval.
2. This form must be approved and forwarded to the transportation office by the principal at least two weeks preceding the date of the trip.
3. Time: **Trips are to be planned, if at all possible, between the hours of 9:00 a.m. and 2:00 p.m.** If a trip is to extend beyond these times, special arrangements will be needed. Special arrangements to be completed by the director of transportation and the principal.
4. *Bus Conduct Rules and Regulations* shall be enforced by the sponsor.
5. Approval of trips is subject to availability of busses.
6. No more than five(5) chaperones per bus.
7. Approved and scheduled requests will be returned to the building principal.

Part A:

Date Submitted: November 17, 2016 School: Lake Road

Group or Activity Requesting Transportation: Lake Road Band

Sponsor: Jeanne Foster Charged or bill to: Lake Road Band

Trip Date: February 9-11, 2017 # of Buses: VAN # of Students: 8 # of Chaperones: 2

Do You Need A Driver? Yes No If Not, Who Is Driving? I will drive the van

Specific Location of Loading Place: In front of Lake Road School

Times: Loading: 8:30 a.m. Leaving School: 8:40 a.m. Arrive First Destination: 11:30 am

Leave Last Destination: 2:35 p.m. Return: 2:40 p.m.

Destination: Cannon Center, Memphis, TN

Physical Address: 255 N Main St, Memphis, TN 38103

Trip Itinerary and Item(s) of Special Note should be included on the back of this form. Any stops between points must be approved by the principal.

Part B: (For administrative use - building level)

Request Approved _____ Request Denied _____

Date of Approval/Denial _____ Building Principal Signature _____

Part C: (For transportation office)

Request Approved _____ Request Denied _____

Type of Transportation: District Bus: _____ Chartered Bus: _____ Other: _____

Supervisor of Transportation Signature _____ Approximate Cost: _____