

Administrative Procedure

Request for Field Trip

Teacher's Name Melissa Logan School Black Oak

Destination (include address) Memphis, TN

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) _____ Subject Area (secondary) 7th-8th

1. How is this trip an integral part of an approved course of study? To provide an enrichment oppoutunity for the PLUS students and as a reward for hard work all school year.

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

a. Mud Island-learn about the Mississippi River

b. Learn about the history of the Sound of Music

c. _____

d. _____

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

a. Write an essay regarding what they learned/experienced at the Pink Palace

b. Draw a model of the Mississippi River

c. _____

d. _____

4. Transportation Requested: Will request the 12 passenger van or will drive personal SUV

5. Date of Trip: April 20-21, 2017 Overnight

6. Substitutes Requested (if necessary): yes

7. Parental Permission Forms Received: yes

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

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):

Melissa Logan

Mary Coleman

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

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

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) Mileage

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

Signed: _____ Date: _____

(Teacher Requesting Trip)

Approved By: [Signature] Date: 3/24/17

(Signature of Principal)

Approved By: [Signature] Date: 3-27-17

(Signature of Assistant Director of Schools)

Approved By: [Signature] Date: 4-3-17

(Signature of Director of Schools)

Approved by Board (if necessary): _____

Remarks or Conditions: _____

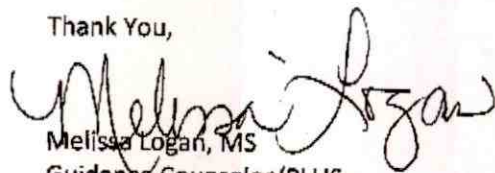
March 24, 2017

To Whom it May Concern,

I am requesting to be placed on the agenda for the April Obion County School Board meeting. I am requesting permission for the Black Oak PLUS class to take an overnight trip to Memphis, TN, on April 20th-21st, 2017. We will travel with students and parents in the 12 passenger county van, if available. If not available, I will drive the students in my personal SUV and the parents will drive their own vehicles. We will leave school early on the 20th and return on April 21st by 10:00pm. Some of the attractions we will visit include: Sound of Music at the Orpheum, Texas de Brazil, Pink Palace, Mud Island and the Memphis Zoo.

Each student will be accompanied by at least one parent or designated adult. We have money in our PLUS account to cover the costs for every student. Parents may also ride in the 12 passenger van unless they choose to drive their own personal vehicles, in which their insurance information will be sent to the Central Office.

Thank You,



Melissa Logan, MS
Guidance Counselor/PLUS