

Administrative Procedure

Request for Field Trip

Teacher's Name Teresa CookSchool HillcrestDestination (include address) Super 8 Louisville Airport 4800 Preston Hwy
The Slugger Museum
Mega Caverns The request is for a field trip listed in the current board-approved edition of the Obion County Louisville KY
School District's Field Trip Manual 40213 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 ManualGrade Level (elementary) 2nd - 8th Subject Area (secondary) _____

1. How is this trip an integral part of an approved course of study? we will do the
Study of historical
facts and people. We will also learn about the history of Baseball.
2. Prior to this field trip the class will be involved in the following preliminary activities to prepare for this trip:
- The students will write a short essay on what they expect to see
 - or learn at The Slugger Museum or Mega Caverns.
 - The students will complete a visual representation of what they
 - expect to learn or see at The Slugger Museum or Mega Caverns.
3. Follow-up activities for this unit will include the following activities:
- Discussion of any differences between their expectations and
 - the actual event.
 - _____
 - _____
4. Transportation Requested: school bus - yes
5. Date of Trip: 5-19-2017 to 5-21-2017 Overnight needs Board Approval
6. Substitutes Requested (if necessary): N/A
7. Parental Permission Forms Received: given out
8. Plans of Students Not Going On Trip: N/A - out of school

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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):

Teresa Cook

Amber Garrigus

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

11. How much regular classroom instructional time will be missed? None

12. What is the approximate cost of the trip per student? \$350⁰⁰

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) _____
- (4) Mileage
- (5) Other anticipated expenses such as parking (specify) _____

Signed: Teresa Cook Date: 4-5-17
(Teacher Requesting Trip)

Approved By: Patricia Rogers Date: 4/6/17
(Signature of Principal)

Approved By: Rob Hillwell Date: 4-7-17
(Signature of Assistant Director of Schools)

Approved By: [Signature] Date: 4-11-17
(Signature of Director of Schools)

Approved by Board (if necessary): _____

Remarks or Conditions: _____

Plus Class Itinerary

Friday 5/19/2017

Leave school: load bus 1:00, leave 1:30

Travel to Louisville, KY...arriving at Super 8 - 4800 Preston Hwy, Louisville, KY 40213, approx. 6:30.

Leave hotel and travel to restaurant: Hammerheads, located 921 Swan St. Louisville, KY

Return to hotel approximately 10:30 p.m.

Saturday 5/20/2017

Leave hotel 10:00, lunch/brunch at Doc Crow's, 127 W. Main St., Louisville, KY

12:30 Travel to Slugger Museum, 800 W. Main St. Louisville, KY

Leave Museum approximately 4:30- 5, travel to Slugger Stadium 410 E. Main St. Louisville, KY

Leave Slugger Stadium around 9:00 to travel back to hotel 4800 Preston Hwy

Sunday 5/21/2017

Leave and check out of hotel 10:00

10:30, travel to Coal's Artisan Pizza... 3730 Frankfort Ave, Louisville

Leave Coal's around 12:00, head to Mega Caverns....1841 Taylor Ave. Louisville.

Leave Mega Caverns around 2:00 and head back to Hillcrest

Jessica Cook