

Request for Field Trip

Teacher's Name Tonya Cochran School OCCHS

Destination (include address) Key Leader Weekend--Lakeshore Camp, Eva 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) Leadership

1. How is this trip an integral part of an approved course of study? Obtain leadership skills by participating in hands on experiences designed to enhance self-confidence and community service

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

a. Conference with the students about leadership, confidence, and community service

b. _____

c. _____

d. _____

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

a. Follow up with the students about what they have learned and how they can APPLY

b. that knowledge

c. _____

d. _____

4. Transportation Requested: transportation provided by Kiwanis Club of Union City

5. Date of Trip: May 5-7, 2017 Overnight - Needs Board Approval

6. Substitutes Requested (if necessary): none required

7. Parental Permission Forms Received: yes

8. Plans of Students Not Going On Trip: 2

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):

All chaperones are provide through Kiwanis and have passed background checks

10. What is the total number of students going on the trip? 2

11. How much regular classrom instructional time will be missed? no more than 2 hours

12. What is the approximate cost of the trip per student? \$225 paid for by Kiwanis of Union City

13. How are you funding the trip? Kiwanis of Union City is paying all expenses

14. Place a check by the expenses you plan to submit for reimbursement: None

(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: Jenya Cochran
(Teacher Requesting Trip)

Date: 4-21-17

Approved By: Greg Zavelle
(Signature of Principal)

Date: 4/21/17

Approved By: Walter Howell
(Signature of Assistant Director of Schools)

Date: 4-21-17

Approved By: Jenya Cochran
(Signature of Director of Schools)

Date: 4-22-17

Approved by Board (if necessary):

Remarks or Conditions: