

Request for Field Trip

270-924-2044
~~401~~-931-232-7405
Hillcrest Elementary School

Sponsors: ↓

Teacher's Name: Barbie Orr / Melody Baker School: Hillcrest Elementary School
Destination (include address): Brandon Spring 336 Brandon Spring Road Dover, TN 37058

- This request is for a field trip which **IS** listed in the current board-approved edition of the Obion County School District's Field Trip Manual.
- This 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 (for elementary schools): 4th - 5th - 6th Subject Area (for high schools): _____

1) How is this trip an integral part of an approved course of study?

Brandon Spring has a variety of programs from which to choose, all of which are correlated to standards of the students. Habitats, water quality, invertebrates, macro-organisms, nocturnal animals are all presented.

2) Prior to this field trip, the class will be involved in the following preliminary activities to prepare for this trip:
The standards associated with these topics will be covered.

3) Follow-up activities for this unit will include the following activities:
Discussion of the trip highlights and what each student took away from the trip.

4) Will you be requesting transportation through the transportation department? Yes No

5) What is the date of the trip? April 2 - 3 6) How many substitutes are being requested (if necessary): 0

7) Have you received the Parental Permission Forms? Yes No

8) What are the plans for students not going on this trip?
They will remain at school with other 4th, 5th, and 6th graders.

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 trips require board-approved chaperones):

| | | |
|------------------------|-------------------------|-----------------------|
| 1 <u>Barbie Orr</u> | 2 <u>Melody Baker</u> | 3 <u>Janell Gegg</u> |
| 4 <u>Dale Ross</u> | 5 <u>Lori Carpenter</u> | 6 <u>Chad Daniels</u> |
| 7 <u>Chuck Wheelis</u> | 8 <u>Marty Reagor</u> | 9 <u>Matt Russell</u> |
| 10 <u>Brooke Petty</u> | 11 _____ | 12 _____ |

10) What is the total number of students going on the trip? 55

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

12) What is the approximate cost of the trip per student? \$40.00

13) How are you funding the trip? some fundraise; some choose to pay for the trip

14) Place a check by the expenses you plan to submit for reimbursement:

- a. Registration
- b. Meals
- c. Mileage
- d. Lodging Hotel name: _____ Cost per night: _____
- e. Other anticipated expenses - such as parking (specify): _____

Signed: Barbara Orr (Teacher Requesting Trip) Date: 11/7/17

Approved by: Patricia Rogers (Signature of Principal) Date: 11/7/17

Approved by: Dale Russell (Signature of Assistant Director of Schools) Date: 11/13/17

Approved by: _____ (Signature of Director of Schools) Date: _____

Approved by Board (if necessary): _____ Date: _____

Remarks or Conditions: _____