

Administrative Procedure

Request for Field Trip

Teacher's Name: Shiloh Leake School: _____

Destination (include address): Trout Lodge 13528 State Hwy AA Potosi, MO 63664

- 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): 7-Mar Subject Area (for high schools): PLUS

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

Plus students will extend their learning with various hands-on learning opportunities such as archery, horseback riding, canoeing, candle-making, etc. They will also complete teamwork activities.

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

Students will conduct research of pioneer days, horses, archery, Missouri geography, etc. prior to the field trip.

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

Students will complete assignments based on new skills they learn on the trip.

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

5) What is the date of the trip? May 4-6, 2018 6) How many substitutes are being requested (if necessary): _____

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

8) What are the plans for students not going on this trip?

This is a weekend trip so students not attending will not be affected.

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>Shiloh Leake</u> | 2 <u>George Leake</u> | 3 <u>Amanda Spicer</u> |
| 4 _____ | 5 _____ | 6 _____ |
| 7 _____ | 8 _____ | 9 _____ |
| 10 _____ | 11 _____ | 12 _____ |

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

11) How much regular classroom instructional time will be missed? 0

12) What is the approximate cost of the trip per student? \$0

13) How are you funding the trip? fund-raisers and the PLUS fund

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

- a. Registration b. Meals c. Mileage
- d. Lodging Hotel name: Trout Lodge Cost per night: \$79/student
- e. Other anticipated expenses - such as parking (specify): _____

Signed: Shiloh Leake
(Teacher Requesting Trip)

Date: 3-1-18

Approved by: Patricia Rogers
(Signature of Principal)

Date: 3/1/18

Approved by: Michelle Falkwell
(Signature of Assistant Director of Schools)

Date: 3-2-18

Approved by: [Signature]
(Signature of Director of Schools)

Date: 3/2/18

Approved by Board (if necessary): _____

Date: _____

Remarks or Conditions:

Empty box for remarks or conditions.