

Request for Field Trip

Teacher's Name: Mindy Galbraith School: Lake Road Elem
Destination (include address): _____

- 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): 6th-8th Subject Area (for high schools): _____

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

This trip will allow athletes to study and prepare for the next day's race by allowing them to practice on the course the night before.

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

Practices - Previous competitions -

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

No follow-up activities as this is the last race of the season.

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

5) What is the date of the trip? Oct 6th 6) How many substitutes are being requested (if necessary): 2

7) Have you received the Parental Permission Forms? Yes No will receive permission after trip is approved

8) What are the plans for students not going on this trip?
If a student doesn't ride the bus, they will be transported by their parents.

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>Antoinette Waites</u> | 2 <u>Christy Johnson</u> | 3 <u>Lynn Stott</u> |
| 4 <u>Mindy Galbraith</u> | 5 <u>Matt Waites</u> | 6 _____ |
| 7 <u>John Burgess</u> | 8 <u>Kathy Essuary</u> | 9 _____ |
| 10 <u>Steve Johnson</u> | 11 <u>Larry Essuary</u> | 12 _____ |

10) What is the total number of students going on the trip? 18

11) How much regular classroom instructional time will be missed? 1/2 day

12) What is the approximate cost of the trip per student? _____

13) How are you funding the trip? US Cross Country Sports fund

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): N/A

Signed: Mindy Galbraith Antoinette Waites Date: 10-2-17
(Teacher Requesting Trip)

Approved by: Londa Cruze Date: 10-2-17
(Signature of Principal)

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

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

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

Remarks or Conditions:

Request for Transportation

Instructions:

- 1) Complete all items in Part A and submit to your principal for his/her approval.
- 2) This form must be approved and forwarded to the transportation office by the principal at least two weeks preceding the date of the trip.
- 3) Time: **Trips are to be planned, if at all possible, between the hours of 9:00 a.m. and 2:00 p.m.** If a trip is to extend beyond these times, special arrangements will be needed. The director of transportation and the principal will plan all special arrangements.
- 4) *Bus Conduct Rules and Regulations* shall be enforced by the sponsor.
- 5) Approval of trips is subject to availability of busses.
- 6) No more than five (5) chaperones per bus.
- 7) The building principal will be notified of all approved and scheduled requests.

Part A:

Date submitted: 10-2-17 School: Lake Road Elementary
 Group or activity requesting transportation: Cross Country (Lake Road)
 Sponsor: _____ Charged or bill to: _____
 Trip date: 10-6-17 Number of buses: 1 Number of Students: 18
 Number of chaperones: 3 Van/Durango
 Do you need a driver? Yes No If not, who is driving? [Signature]
 Specific location of loading place: Lake Road School
 Times: Loading: 11:30 Leaving school: 11:30 Arrive first destination: 1:30
 Leave last destination: 1:40 Return to school: 5:00
 Destination: _____
 Physical Address: _____

Please type a brief trip itinerary and any item(s) of special note in the box below. Any stops between points must be approved by the principal.

<p><u>Fri, October 6th</u> 11:20 - 11:30 - Load Buses 11:30 - 1:30 - Travel to Clarksville 1:30 - 2:00 - Hearty lunch 2:00 - 3:45 - Preview course 4:00 - 5:15 - Go back to hotel/shower 5:30 - 7:15 - Team Meal</p>	<p>7:20 - 8:00 - Team Meeting 8:00 - 8:45 - Prepare for bed 9:00 - Lights Out</p>	<p><u>Sat, Oct 7th</u> 7:00 - 7:30 Breakfast 7:30 - 8:00 - Preparations 8:00 - 8:30 - Team Meeting 8:30 - 9:00 - Registration 9:00 - 9:50 Pre-Race Routine</p>
<p>10-11 - Races 11-12 - Races 12-1:30 - Scoring 1:30 - Load buses 2:00 - Lunch 5:00 - Arrive at school (unlabeled buses)</p>		

Part B: (For administrative use- building level)
 Request Approved Request Denied
 Date of Approval/Denial: 10-2-17 Building Principal Signature: [Signature]

Part C: (For transportation office use only)
 Request Approved Request Denied
 Type of Transportation: District bus: _____ Chartered bus: _____ Other: _____
 Supervisor of Transportation Signature: _____ Approximate cost: _____

To: Obion County Board Members

From: Lake Road Cross Country Coaches

Proposal

Situation: Lake Road Cross Country team is very excited to compete in the State Competition on Saturday, October 7th, held in Clarksville, TN. The athletes have trained extremely hard and are ready to take their talents to the highest level competitively. This being said, we, as their coaches, want to allow them the best opportunity to “shine” during the competition this Saturday. The state course will be open to all teams from 3pm until 5:00 P.M on Friday, October 6th. Athletes will be allowed to preview/jog the course before the race on Saturday. Previewing the course would allow the athletes the opportunity to visualize the course as they become familiar with areas that are conducive to passing opponents, picking up speed, and determining when to start the final push to the finish line. It would also allow the coaches the opportunity to strategize the best methods to increase success.

Proposed Solution: In order to be able to preview the course and receive the proper rest (not leaving at 6:00 A.M on competition day), the Lake Road Cross Country team would need to leave school early on Friday, October 6th. We would load and depart at 11:30.

Proposed Itinerary:

Friday, October 6 th	Saturday, October 7 th
11:20-11:30- Load	6:30- Wake up
11:30-1:30- Travel to Clarksville	7:00-7:30- Healthy Breakfast
1:30-2:00- Healthy Lunch	7:30-8:00- Get dressed/Ready for race
2:00-3:45- Preview the course/Jog the route	8:00-8:30: Team meeting
4:00-5:15 – go to hotel/clean up/shower	8:30-8:45- Travel to meet destination
5:30-7:15- Eat pasta dinner	8:45-9:00- Set up tent/Register
7:20-8:00- Team Meeting/Devotion	9:00- 9:50- Walk the course/Stretch Routine
8:00-8:45- Preparations for bed	10:00-11:00- Single A girls and boys races
9:00-Lights Out	11:20-12:00 Double A Races
	11:30-12:00- Single A Award Ceremony
	12:30-1:00- pack up and load
	1:00-2:00- Eat lunch
	2:00-4:00- Travel back to Lake Road

Special Considerations

1. Two coaches (Mindy Galbraith and Antoinette Waites) will need substitutes from 11:18-2:40 on Friday, October 6th.
2. Hotel cost will be approximately \$646.00 (6 rooms @ 90.00) (We have over \$1000.00 left in our Cross County account which can be used for this)
3. Chaperones needed-6 adults

(We have enough chaperones that are willing to serve in this capacity)

4. Coach Antoinette Waites and Coach Mindy Galbraith will drive the county Durango and county van.

Girls	Boys
Room 1: 3 girls/1 chaperone	Room 1: 4 boys/1 chaperone
Room 2: 3 girls/1 chaperone	Room 2: 3 boys/ 1 chaperone
Room 3: 2 Girls/1 chaperone	Room 3: 3 boys/1 chaperone

Final Considerations: We, as coaches, appreciate your time and consideration. Our desire is for our student-athletes to be given every advantage possible in order to help them succeed to the best of their abilities at the TMSAA State Competition. Thanks. Mindy Galbraith and Antoinette Waites

Students and Coaches Attending field trip:

Alexus Hooper, Shelby Crews, Brooke Johnson, Paige Waites, Ella Cagle, Veronica Guerrero, Tarynn Stott, Nicole Snow, Ethan Burke, Braden Galbraith, Tobey Gammons, Christian Opilka, Charlie Deal, Bryson Dunn, Jayden Robbins, Colby Terry, Hamilton May, Keaton Yates, Mindy Galbraith, Antoinette Waites

Estimated Expenses:

Hotel Costs:

6 Rooms @ \$90 = \$540 plus taxes = \$615

Meal cost estimate:

18 athletes and 2 coaches @ \$15 = \$300

Fuel Costs estimate:

\$120 for two vehicles

Total Costs: \$1,035



Antoinette Waites <bestprekteacherever@gmail.com>

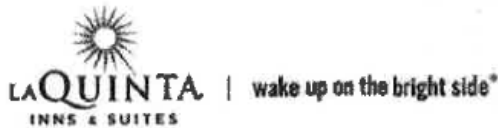
Thank you for considering La Quinta Inns & Suites Clarksville

1 message

LQ Group & Tour <groups@laquinta.com>

Mon, Oct 2, 2017 at 10:50 AM

To: "bestprekteacherever@gmail.com" <bestprekteacherever@gmail.com>



Antoinette,

Thank you for considering La Quinta Inns & Suites to host your upcoming group or special event. We are pleased to provide you with this special offer from our Clarksville location.

Hotel Address:

251 Holiday Drive, Clarksville, TN
phone: (931) 906-0606

Below is a summary of the rates available:

- Arrival Date: 10/6/2017
- Departure Date: 10/7/2017
- # of Guest Rooms on Peak Night: 12
- Rate:
- Standard Room w/Two Beds: \$89.99
- Tax Rate: 14.5%
- Flat Tax Amount: \$0.00
- FREE high-speed internet and Bright Side Breakfast®
- For a complete hotel description and list of amenities, please click here: Clarksville

These rates and rooms are time and inventory sensitive and based on availability at the time of confirmation. If you would like to confirm these arrangements, please reply back to this email or contact me directly at the number below so we can provide you with a final confirmation.

We look forward to hearing from you!

Brian Washburn
La Quinta Group & Tours
groups@laquinta.com
866.527.1498 Option 2

90
x 6 rooms

540
x 14% tax Total

\$ 75 \$ 615