

Administrative Procedure

Request for Field Trip

Teacher's Name: Kayce Jones School: Black Oak Elementary

Destination (include address): Washington D.C.

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): 5th-8th Subject Area (for high schools): History Club

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

The students will explore the nation's most important historic sites and have a first-hand experience of what they learned in their classes: Reading, Science, and Social Studies.

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

Analyzing the importance of Arlington Nation Cemetery, Iwo Jima Memorial, Pentagon Memorial, White House, National Archives, Jefferson, MLK, FDR, Vietnam, WWII Memorials, Capitol Hill, Embassy Row, Smithsonian, etc...

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

The students will formulate a memoir, PPT, and other materials that demonstrate their understanding of the country.

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

5) What is the date of the trip? March 21-25 6) How many substitutes are being requested (if necessary): 3

7) Have you received the Parental Permission Forms? Yes No What is the rain date for this trip? N/A

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

The students will remain in regular classes until Spring Break.

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 Kayce Jones 2 Renee Furgerson 3 Melissa Logan
4 Kevin Jones 5
7 8 9
10 11 12

10) What is the total number of students going on the trip? ~30

11) How much regular classroom instructional time will be missed? 1 day on Thursday Friday is Teacher PD

12) What is the approximate cost of the trip per student? \$895

13) How are you funding the trip? Parent choice through fincial assistance, fundraising, and donations

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: Kayce Jones (Teacher Requesting Trip)

Date: 4/4/2018

Approved by: Tatesa Rogers (Signature of Principal)

Date: 4/4/18 8/9/18

Approved by: (Signature of Assistant Director of Schools)

Date: 8/13/18

Approved by: (Signature of Director of Schools)

Date:

Approved by Board (if necessary):

Date:

Remarks or Conditions:

Empty box for remarks or conditions.



## 2019 Washington, D.C. Trip

Dear Parents and Students,

I am excited to announce that I will lead a group of Black Oak Elementary School students on an exciting trip to Washington, D.C. On this once-in-a-lifetime adventure, students will explore the nation's most important historic sites and experience first-hand what they've been learning in school. This will be a trip that your child will be talking about for years to come!

Your child will return home excited to tell you about:

- Standing where Martin Luther King, Jr., delivered his "I Have a Dream" speech at the Lincoln Memorial
- Discovering the true meaning of sacrifice at the Tomb of the Unknown Soldier at Arlington National Cemetery
- Walking in the footsteps of our country's past and present leaders on Capitol Hill
- Exploring numerous Smithsonian Museums, like the National Museum of Natural History and the National Air and Space Museum

Our travel partner will be WorldStrides because of their exceptional service, unmatched safety record, and 50 years of experience delivering top-quality educational travel programs. In addition, they are the approved domestic educational traveler provider of the Smithsonian. I will chaperone the program with other adults as needed, and throughout our trip, we will be guided by a licensed WorldStrides Course Leader. Since this is not a school sponsored trip, we will not be attending as representatives or employees of the school.

**There will be a trip information meeting to discuss this wonderful opportunity on May 1, 2018 at 6:00 PM in Kayce Jones's Room.** All parents and students are invited to attend this brief, 30-minute meeting where I'll share more information about WorldStrides, review some of the trip highlights, and explain some of the tools available to help pay for the trip. I strongly encourage you to attend this meeting. Please read the enclosed brochure, look over the sample itinerary on the back of this page, and visit [www.worldstrides.com/discoveries](http://www.worldstrides.com/discoveries) for more details. If you have any questions, you can contact me at (731) 538-2271, or via email at [kjones@ocboe.com](mailto:kjones@ocboe.com).

I look forward to seeing you at the trip information meeting and having your child join us on this unforgettable trip!

**Sign up by May 11, 2018**

Kayce Jones  
Program Leader



## Washington, D.C., Sample Itinerary

### DAY 1

Depart via chartered motor coach

Lunch (on own)

Arrive in **Washington, D.C.**

Dinner included

Meet your WorldStrides representative in our nation's capital!

Hotel check-in

### DAY 2

**Arlington National Cemetery**  
America's most famous military cemetery: Changing of the Guard, Tomb of the Unknown Soldier, Kennedy Gravesites, Space Shuttle Challenger Memorial

**Iwo Jima Memorial** A tribute to all U.S. Marines based on the famous WWII photo by Joe Rosenthal

Lunch

**Pentagon Memorial** Honors the 184 victims of the 9/11 attack at the Pentagon

**National Archives** (public line)  
Home of the original Constitution, Bill of Rights, and Declaration of Independence

Dinner

**Jefferson Memorial** Dedicated to our third president and author of the Declaration of Independence

**MLK Memorial** Honors the famous civil rights activist, Martin Luther King, Jr.

**FDR Memorial** In remembrance of former

President Franklin Delano Roosevelt

Return to hotel

### DAY 3

Breakfast

**Capitol Hill Grounds Tour:**  
Capitol Visitor Center (by appointment), Supreme Court, Library of Congress

**World War II Memorial**  
Honors the 16 million who served — and 400,000 who died — in the U.S. Armed Forces during WWII, and all who supported the war effort from home

Lunch

**Embassy Row** Houses more than 170 foreign embassies

**National Zoo** Home to several giant pandas and more!

**Holocaust Museum** Get a glimpse of life for the victims of Nazi Germany with a viewing of "Daniel's Story" at this living memorial

Dinner

**Vietnam Veterans Memorial**  
Dedicated to the more than 58,000 men and women killed or missing in Vietnam

**Korean War Veterans Memorial** Tribute to the men and women who defended South Korea in the Korean War

**Lincoln Memorial** In remembrance of former President Abraham Lincoln and the great nation he fought to preserve during the Civil War

Return to hotel

### DAY 4

Breakfast

Hotel check-out

**White House** (picture stop)  
Home of the U.S. president

**Washington Monument** (picture stop)  
The world's tallest stone monument, which honors our nation's first president

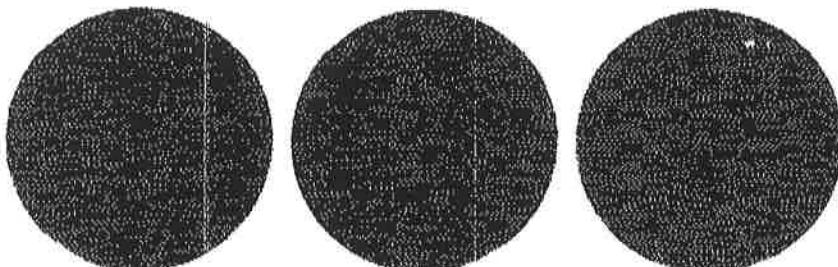
**Smithsonian Institution** (self-guided tour)  
The world's largest museum complex: National Air and Space Museum, Natural History Museum

Lunch

**Smithsonian Institution** (self-guided tour)  
The world's largest museum complex: National Gallery of Art, National Museum of American History

Dinner

Depart **Washington, D.C.**, for home



### Washington, D.C. Trip Details:

#### TRIP DATES

Trip ID#: 163938 - Use this to sign up!

Destination: Washington, D.C.

We will depart the morning of March 21, 2019, via chartered motor coach and arrive in Washington D.C. the night of March 21, 2019. We will then spend 3 active days learning on location. We will depart Washington D.C., again via chartered coach, the evening of March 24, 2019. We will arrive back home the following morning.

#### TRIP MEETING

There will be a trip information meeting to discuss this wonderful opportunity on May 1, 2018 at 6:00 PM in Kayce Jones's Room.

#### TRIP PRICE

**SIGN UP NOW to take advantage of our special early registration discount and Spring 2018 program price!**

Prices are based on 30 full-paying participants.

**Student:** Your discounted price is \$895 quad occupancy, which reflects a \$40 discount off of the Spring 2018 price for signing up prior to 05/11/2018.

**Adult:** Your discounted price is \$1,035 double occupancy, which reflects a \$40 discount off of the Spring 2018 price for signing up prior to 05/11/2018.

Payment can be made in full or spread out into monthly installment payments\*. Select EZPay when choosing monthly installment payments and have your payments automatically deducted from your bank account saving you time and potential missed payments.

**Full Refund Program:** An additional \$115 protects your investment if you need to cancel for any reason. It is recommended that you enroll in this valuable program by electing the Full Refund Program when you sign up. See reverse for more information.

**FLAG financial assistance:** FLAG financial assistance may be available for families with an adjusted gross income up to \$85,000. See reverse for details.

\*Installment amounts may vary in price based on when you sign up and optional inclusions. Your last payment must be made by the final payment deadline and may be larger than your previous installment payments. Your final payment is due on 01/05/2019.

#### INCLUDES

- Round-trip transportation
- Sightseeing transportation
- Course Leader
- Quality hotel accommodations.
- Night Chaperones in hotel
- Accident/health insurance
- Field journals
- Online educational resources
- All meals
- All admissions fees
- Evening activities
- 24-hour emergency support

#### SIGN UP TODAY!

**Sign Up By:** 05/11/2018 - register now and SAVE!

Deposit Amount: \$49 (non-refundable) - This is a special, reduced deposit amount for signing up prior to 05/11/2018.

#### Sign Up:

- Online at [www.worldstrides.com/signup](http://www.worldstrides.com/signup) (use Trip ID# 163938 to sign up)
- By phone - call WorldStrides' Customer Service Team at 1-800-468-5899
- By mail - use the registration form on reverse

Sign up today for the trip of a lifetime!



**ONLINE**

[worldstrides.com/signup](http://worldstrides.com/signup)



**PHONE**

800-468-5899



**MAIL**

Fill out the attached form and return by mail

# Tools to help pay for your trip

At WorldStrides, our passion is student travel. We believe every student should have the opportunity for travel to change their lives and that's why we offer several tools to help make these experiences possible for each and every student.



## Financial Assistance with FLAG Future Leaders of American Government

- WorldStrides provides over \$2.5 million in financial assistance each year to thousands of families
- Families with annual adjusted gross incomes of less than \$85,000 may qualify
- One simple call and you'll know how much is available for your trip

Hurry, financial assistance is given on a first come, first served basis.



## Fundraising with the Gift of Education

- Student-driven fundraising where 100% of money raised goes to offset trip price
- Easy-to-use e-cards, letters, and shareable Facebook links students can send to friends and family
- Thousands of students pay for their entire trip each year through the Gift of Education



## Payment Plans that are easy & affordable

- Sign up for the trip with a small deposit
- Remaining payments are spread out into smaller amounts and paid monthly prior to travel
- Set up auto-deductions from your checking account to save time and money

This trip will be an incredible experience for your child and their classmates! Don't delay - call WorldStrides Customer Service at 800-468-5899 to sign up for your trip and to ask any additional questions about financial assistance, fundraising, and payment plans.

### Protect your investment with our Full Refund Program

[www.worldstrides.com/signup](http://www.worldstrides.com/signup) | 1-800-

### REGISTRATION FORM

Black Oak Elementary School

Trip ID: 1029312 REF# 102701-08-08/2018

Full legal name: \_\_\_\_\_

Additional registrant name: \_\_\_\_\_

\*Federal students (FSA) required that travelers provide only complete first, middle and last names as they appear on their documents (not nicknames or initials) and date of birth.

Date of birth: \_\_\_\_/\_\_\_\_/\_\_\_\_  Male  Female  Student  Adult Additional registrant DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_  Male  Female  Student  Adult

Email Address: \_\_\_\_\_  I verify this is a valid email address  Sign me up for papers, free billings and notifications

Mailing Address: \_\_\_\_\_

Presented by: \_\_\_\_\_

Presented on: \_\_\_\_\_

Presented to: \_\_\_\_\_

Presented by: \_\_\_\_\_

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