Field Trip Request Form- Overnight & Out-of-State Activity Request

School Foster Heights Elem. Grade & Number of Students Attending 3rd / 111

Person Making Request Cheryl McMaster Position Librarian

Overnight Activity ☐ Out-of State Activity ☒ Dates Scheduled 10/27/11

Name of Activity Miss Nelson is Missing / Play

Location of Activity Derby Dinner Playhouse 525 Marriott Dr. Clarksville, In 47129

Objectives of Activity to develop + nuture the creativity + appreciation of theatre by exposing students to a live theatre performance.

Pre-trip preparatory activities planned (please attach appropriate documents) See attached lesson plan

Post-trip culminating activities planned (please attach appropriate documents) See attached lesson plan

Oral student presentations planned after trip

Name(s) of certified staff attending Emily Hunt, Jayne Litton, Joy Janes, Cheryl McMaster, Jennifer Frederick, Ann Thomas

Name(s) of other adults attending Willetta Riggs, Charlene Thompson Sandy Wimsatt

Plan for handling student medication needs There will be a medication trained person on the field trip

Plan for supervision (day) by teachers + parents

Plan for supervision (night – please be specific for all hours of the night)

Signed Cheryl McMaster Date 8/24/11

Principal Donna L Paulen Date Approved 8/29/2011

Superintendent Date Approved

Review/Revised:5/17/11