

Field Trip Request Form

This form is to be used by the staff when requesting permission to take a field trip. The completed form is to be submitted to the Superintendent one (1) week in advance of the next scheduled meeting of the Board. Complete pertinent information on next page.

Destination PERCY WARNER PARK, NASHVILLE TN- AF BRIDGES CROSS COUNTRY MEET

Date(s) of Trip 9/12/2015-9/13/15 Time of Departure 6:00 AM *Time of Return 12:00PM

Approximate Mileage (one way) 130 Approximate Number of Students 20

Number of Buses Required 1 Method of Transportation (if not school bus) _____

Will you stop for lunch? ☒ YES ☐ NO If "YES", where? OPRY MILLS MALL

TEACHER IS RESPONSIBLE FOR NOTIFYING CAFETERIA OF DETAILED LUNCH PLAN

Number of Instructional Days lost 0 Justification: What is to be learned? _____

How will the experience be used and evaluated? _____

Names of chaperones (if applicable) _____

JACK BREUNIG, SCOTT MCANALLY, BILL LARRINGTON

Have all chaperones undergone the required records check and been designated by the principal/designee to supervise students?

☒ YES ☐ NO

TRIP INFORMATION**Financial Costs**

Mileage	\$	<u>\$255.00</u>
Driver	\$	<u>\$400.00</u>
Hotel	\$	<u>\$1,600.00</u>
Admission	\$	_____
Meals	\$	<u>\$900.00</u>
TOTAL	\$	<u>\$3,155.00</u>

Method of Payment

Student Payment	\$	_____
School Activity Acct	\$	_____
Athletic Boosters	\$	<u>\$3,155.00</u>
Band Boosters	\$	_____

Requested by JACK BREUNIG Date 6/19/15

Approved/Disapproved Steve Smallwood, Principal Date 6/19/15

Approved/Disapproved _____, Superintendent Date _____

Principal approval for all field trips.

Superintendent approval is required for all field trips over 65 miles one (1) way.

Board of Education approval is required for all overnight field trips.

*On school days, the return time should not exceed 2:00 p.m.