

Henderson County Schools Transportation Department

5675 Airline Road
Henderson, KY
Phone: (270) 831-5120
Fax: (270) 831-5122

Mailing Address:
ATTN: Transportation
1805 Second St.
Henderson, KY 42420



Overnight & Out of District School Bus Trip Guidelines

During overnight school bus trips and out of district bus trips, all adults have to understand the seriousness of their responsibilities and the legal liabilities in supervision. The adults must have knowledge of where students are at all times and must be in close proximity to the students.

- All KHSAA guidelines and board policies should be adhered to.
- All sponsors and head coaches should ride on the bus with the team/students
- Sponsors and coaches shall be trained annually to administer medication.

Checklist:

- ☒ Sponsor/Coach Name: Rhonda Richard Jacey Boston Cell Number: 270-830-5367 270-830-9368
- ☒ Date of Departure: 11-21-2025 Time of Departure: 4:30pm
- ☒ Date of Return: 11-22-2025 Expected Time of Return: Bus will drop athletes @ 9:00am @ UCA Fairgrounds Farm Bureau Expo Center * W. " not need return bus to Henderson *
- ☒ Adequate Supervision (Meets Ratio Criteria)
Please List Names of Chaperones
- ☐ Obtain Parent/Guardian Permission Forms
Athletic Teams/Clubs Do Not Need to get a Separate Permission Form for Every Trip. One at the Beginning of the Season/Year from each Student is Sufficient
- ☐ Notify School Cafeteria Manager of Any Lunch Needs
- ☒ Follow All Transportation Department Guidelines for Bus Trips
All Request Must be in the Trip System at Least **FIVE days prior to the date of departure**
- ☒ Understand Any Student's Medication Needs and/or Medical Conditions
Coaches Must Carry All Player's Physicals on Any Away and Overnight Trips
- ☒ Attach a Trip List of Students to the Principal/Designee and a Rider's List to the Bus Driver
Rider's List Must Contain All Rider's Names and an Emergency Contact Name and Number
- ☒ Attach an Itinerary w/ bus request
- ☐ Other Specific Needs: _____

Rhonda C. Richard 11/12/2025
Signature of Person Submitting Form

A. J. Jansen
Antonia Thomas 11/17/25
Signature of Principal/Designee

This Form Must be Submitted 10 Days Prior to the Date of the Trip to the Principal/Designee

The mission of Henderson County Schools is to provide extraordinary educational opportunities for every student.
Equal Educational and Employment Institution



Trip ID#: 00452

Henderson County Schools

Transportation Request for Extracurricular Trips

Requested by:	B HCHS CHEERLEADING - Rhonda Richard		
Date Submitted:	11-13-2025	School:	HCHS
Group:	Varsity and Junior Varsity CHEER		
Funding Source for Trip Cost:	HCHS CHEER		
Destination:	Lebanon, TN - U.C.A. cheer Competition		
Purpose of Trip:	U.C.A. Cheer Competition		
Date(s) of Trip:	11-21-25 to 11-22-25		
	Departure Time (CST)	Arrival Time (CST)	
To the Event:	4:30 AM/PM	7:30 AM/PM	
On Return Trip:	Need tickets to Fairgrounds AM/PM	Do Not Need Return BUS AM/PM	
Street:	641 So Cumberland Street - Danville TN 945 S Baldouf Pkwy - Expo Ctr.		
City, ST:	Lebanon, TN.	ZIP	37087
Number of Students	40	Number of Adults	5 Total: 45
Number of Vehicle(s) Required:	Bus Large Bus	SUV	Car
	Will you require a handicap-accessible bus?		Yes No
	Does the driver need to remain with group during the event?		Yes No
Emergency Contact Number of Sponsor:	(970) 860-5367 *But leave after drop on 11-22.		
Additional Requirements:			
Medical Needs:			
Employee Signature:	Rhonda C. Richard		

Office Use	ORG:		APR:	
	Principal Approval:	Caitlin Thomas		
	Date of Approval:	11/20/25		

* Request Marley N.

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- All KHSAA guidelines and board policies should be adhered to.
- All sponsors and head coaches should ride on the bus with the team/students.
- Student:Adult ratios should be followed: Elementary 10:1 Secondary 15:1
- Sponsors and coaches shall be trained annually to administer medication

Checklist:

___ Sponsor/Coach Name: Bailey Ayer Cell Number: 270 577 1254

___ Date of Departure: 12/11/25 Time of Departure: 10:30 am

___ Date of Return: 12/13/25 Expected Time of Return: 12:00 PM

___ Adequate Supervision (meets ratio criteria)

****Please List Names of Chaperones****

___ Obtain parent/guardian permission forms

****Athletic teams/clubs do not need to get a separate permission form for every trip. One at the beginning of the season/year from each student is sufficient****

___ Notify school cafeteria manager of any lunch needs

___ Follow all Transportation Department guidelines for bus trips

****All requests must be in the trip system at least five days prior to the date of departure****

___ Understand any student's medication needs and/or medical conditions

****Coaches must carry all player's physicals on any away and overnight trips****

___ Attach a trip list of students to the principal/designee and a rider's list to the bus driver

****Rider's list must contain all rider's names and an emergency contact name and number****

___ Attach and itinerary

___ Other specific needs: _____

Bailey Ayer
Signature of Person submitting form

B. Saura
Will [Signature]
Signature of Principal/Designee

This form must be submitted 10 days prior to the date of the trip to the principal or designee.

KENTUCKY YMCA YOUTH ASSOCIATION

MIDDLE SCHOOL SAMPLE KYA AGENDA

ALL SCHEDULED EVENTS ARE MANDATORY

DAY ONE, NOVEMBER 24

- | | | |
|------------|---|---|
| 2:-3:30 PM | Delegation Arrival and Check-In
-When schools arrive, the advisor should head to registration to check-in with Y-Staff.
-Luggage can be stored in the assigned delegation rooms. | Russell/Shelby |
| | Quiet Room (open during all programming hours) | Hancock |
| 3:55 PM | Media Corps Meeting
Lobbyist Meeting
Chair & Doorkeeper Meeting
Candidate Meeting
All Delegates Meeting
-Required for all students not attending special program meetings. | Perry
Madison
Grant
Knox
Crowne Ballroom |
| 4:00 PM | Advisor Meeting | Russell/Shelby (upstairs) |
| 4:45 PM | Opening Session
-Y-Staff and Officer Introductions
-Y Culture, Fun and Safety Expectations
-Candidate Introductions
-Governor's Opening Address
-Call to Debate
-Delegates will be dismissed to dinner and Committees | Crowne Ballroom |
| 5:30 PM | Dinner for Red Tag Delegates & Special Program Students
-Dinner options are available in Exhibit Hall.
-Students may also grab items from their hotel rooms when dismissed.
-Big Al's Restaurant will have a limited menu available for purchase. | Exhibit Hall |
| 5:15 PM | Blue Tag Chairs & Doorkeepers Meeting
-Chairs and Doorkeepers to meet with Y-staff and gather materials
-These students can leave Opening Session early to meet with Y-Staff. | Y-Desk |
| 5:30 PM | Blue Tag Commonwealth & Bluegrass Committees Meet
Commonwealth House 1
Commonwealth Senate 1
Commonwealth House 2
Commonwealth Senate 2 | Coronet A
Trimble (upstairs)
Taylor (upstairs)
Coronet B |

DAY ONE, NOVEMBER 24 (CONTINUED)

- 5:30 PM Blue Tag Commonwealth & Bluegrass Committees Meet
Bluegrass House 1
Bluegrass Senate 1
Bluegrass House 2
Bluegrass Senate 2
Whitley (upstairs)
Crowne B
Crowne C
Russell/Shelby (upstairs)
- 6:45 PM Red Tag Chairs & Doorkeepers Meeting
-Chairs and Doorkeepers to meet with Y-staff and gather materials
Y-Desk
- 7:00 PM Deadline to request sleeping room changes and to request new nametags and placards.
- 7:00 PM Dinner for Blue Tag Delegates
-Dinner options are available in Exhibit Hall.
-Students may also grab items from their hotel rooms when dismissed.
-Big Al's Restaurant will have a limited menu available for purchase.
Exhibit Hall
- 7:15 PM Red Tag Commonwealth & Bluegrass Committees Meet
Commonwealth House 1
Commonwealth Senate 1
Commonwealth House 2
Commonwealth Senate 2
Coronet A
Trimble (upstairs)
Taylor (upstairs)
Coronet B

Bluegrass House 1
Bluegrass Senate 1
Bluegrass House 2
Bluegrass Senate 2
Whitley (upstairs)
Crowne B
Crowne C
Russell/Shelby (upstairs)
- Media Corps Work Room
Cabinet/Lobbyist Work Room
Perry
Madison
- 9:15 PM All sessions adjourn
-Committees will be dismissed individually to Crowne Ballroom.
- 9:30 PM General Assembly
-Commonwealth Candidate Speeches
-Announcement of Pro Tempores & Clerks
-Announcements and Dismissal
Crowne Ballroom
- Schools will be dismissed individually to their sleeping rooms OR delegation meeting.
- 10:15 PM Delegation Meetings
-(No meetings in sleeping hallways; please refer to delegation meeting room assignments)
Media Corps Meeting
Cabinet and Lobbyist Meeting
Perry
Madison
- 10:30 PM Y-Desk/Store Closes
- 11:00 PM Curfew for all participants.

DAY TWO, NOVEMBER 25

BLUE TAG AGENDA

	Quiet Room (open during all programming hours)	Hancock & Knox
7:30 AM	Room Curfew Ends	
7:30 AM	Breakfast -Individual purchase: Hotel offers buffets and a la carte items	Exhibit Hall
8:00 AM	General Assembly -Bluegrass Candidate Speeches -Call to Debate -Student Y Awards -Senior Celebration Overview -Y-Corps/GFI Announcements	Crowne Ballroom
8:45 AM	Blue Tag Highest Ranked Chambers Convene Highest Ranked Commonwealth House Highest Ranked Commonwealth Senate Highest Ranked Bluegrass House Highest Ranked Bluegrass Senate	Crowne A Crowne B Crowne C Russell/Shelby
	Media Corps Meeting Cabinet and Lobbyist Meeting	Perry Madison
9:00 AM	Governor's Hotel Office Open Lt. Governor's Hotel Office Opens	Grant Jefferson
11:45 AM	Blue Tag Lunch -Students can go to sleeping rooms during this time.	Exhibit Hall
1:15 PM	Pro Temps, Clerks, & Doorkeepers Meeting -Chairs and Doorkeepers to meet with Y-staff and gather materials	Y-Desk
1:30 PM	Blue Tag Commonwealth & Bluegrass Chambers Convene Commonwealth House Commonwealth Senate Bluegrass House Bluegrass Senate	Trimble/Taylor (upstairs) Whitley (upstairs) Coronet A Coronet B
1:30 PM	Media Corps Meeting Cabinet and Lobbyist Meeting	Perry Madison
4:30 PM	Chambers Adjourn	

DAY TWO, NOVEMBER 25

RED TAG AGENDA

	Quiet Room (open during all programming hours)	Hancock & Knox
7:30 AM	Room Curfew Ends	
7:30 AM	Breakfast -Individual purchase: Hotel offers buffets and a la carte items	Exhibit Hall
8:00 AM	General Assembly -Bluegrass Candidate Speeches -Call to Debate -Student Y Awards -Senior Celebration Overview -Y-Corps/GFI Announcements	Crowne Ballroom
8:30 PM	Pro Temps, Clerks, & Doorkeepers Meeting -Chairs and Doorkeepers to meet with Y-staff and gather materials	Y-Desk
8:45 AM	Red Tag Commonwealth & Bluegrass Chambers Convene Commonwealth House Commonwealth Senate Bluegrass House Bluegrass Senate Media Corps Meeting Cabinet and Lobbyist Meeting	Trimble/Taylor (upstairs) Whitley (upstairs) Coronet A Coronet B Perry Madison
9:00 AM	Governor's Hotel Office Open Lt. Governor's Hotel Office Opens	Grant Jefferson
12:15 PM	Red Tag Lunch -Students can go to sleeping rooms during this time.	Exhibit Hall
1:00 PM	Pro Temps, Clerks, & Doorkeepers Meeting -Chairs and Doorkeepers to meet with Y-staff and gather materials	Y-Desk
1:30 PM	Red Tag Highest Ranked Chambers Convene Highest Ranked Commonwealth House Highest Ranked Commonwealth Senate Highest Ranked Bluegrass House Highest Ranked Bluegrass Senate	Crowne A Crowne B Crowne C Russell/Shelby
1:30 PM	Media Corps Meeting Cabinet and Lobbyist Meeting	Perry Madison
4:30 PM	Chambers Adjourn	

DAY TWO, NOVEMBER 25 – FULL AGENDA FOR RED & BLUE TAG

4:30 PM	Evening Change & Refresh -Time for students to change into casual clothes -Y-Desk & Y-Store Closed -Students must be in sleeping rooms during this time	Sleeping Rooms
4:30 PM	Early Voting Opens -Cast your ballot early at the Y-Desk -See your advisor for your delegation's time to vote	Y-Desk
5:00 PM	Advisors Award Nomination Form for Opens: www.kyymca.org/kya/awards	
5:00 PM	Dinner for Participants (Provided by the KY YMCA)	Exhibit Hall
6:30 PM	Dinner Buffet Closes	
7:00 PM	Early Voting Closes	
7:00 PM	Mandatory Delegation Caucus (ALL Students MUST Attend)	Crowne A
7:30 PM	Silent Disco Fun and Games (cards, board games, etc.) Talent Stage Chill Room Movie Room GaGa Quiet Room	Crowne A/B Crowne C Coronet B Coronet A Perry Elliott Hancock
7:30 PM	Budget Committee Meeting (Presiding Officers Only)	Knox
7:45 PM	Election Room Opens -Need 100% delegation participation to be eligible for Premier Delegation	Exhibit Hall
8:45 PM	Election Room Closes	
9:00 PM	General Assembly -Governor's Action on Bills -Closing Thoughts -Announcement of Final Candidates **Sponsors of Vetoed Bills may sign-up at Y Desk for Veto Override**	Crowne A/B
9:45 PM	Conference Life Committee Meeting Media Corps Meeting Cabinet and Lobbyist Meeting	Grant Perry Madison
10:00 PM	Delegation Meetings -(No meetings in sleeping hallways; please refer to delegation meeting room assignments)	
10:30 PM	All Students Curfew **Students must head straight to their assigned sleeping rooms after meetings	

DAY THREE, NOVEMBER 26 (CONTINUED)

	Quiet Room (open during all programming hours)	Hancock & Knox
7:15 AM	All Delegates Curfew Ends Advisor Room Checks and Clean-up Luggage Storage	Pre-Assigned Location
7:15 AM	Breakfast Opens – Provided by KY YMCA	Exhibit Hall & Coronet A
7:30 AM	Advisor Breakfast – Provided by KY YMCA	Coronet B
8:45 AM	Closing Session <ul style="list-style-type: none">-General Election-Veto override session-Awards celebration-KYA Video Presentation-Governor's Closing Address-Election results: Announcement of New Presiding Officers-Swearing-in of New Presiding Officers	Crowne Ballroom
11:00 AM	2025 Presiding Officers Adjourn KYA	
11:10 AM	New Presiding Officer Meeting	Grant

Have a Safe Trip Home!

.....

We hope to see you at

GO FOR IT | GFI

January 2026

Register at:

www.kyymca.org/gfi

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- All KHSAA guidelines and board policies should be adhered to.
- All sponsors and head coaches should ride on the bus with the team/students
- Sponsors and coaches shall be trained annually to administer medication.

Checklist:

- ☒ Sponsor/Coach Name: Rhonda Richard Jacy Boston Cell Number: 270-860-5367 270-830-9368
- ☒ Date of Departure: 12-12-2025 Time of Departure: 12:00-NOON
- ☒ Date of Return: 12-13-2025 Expected Time of Return: Bustadapathlees appx 10:30am
Geo. Davis Clark
*Will not need Return Bus to Henderson.
- ☒ Adequate Supervision (Meets Ratio Criteria)
****Please List Names of Chaperones****
- ☐ Obtain Parent/Guardian Permission Forms
****Athletic Teams/Clubs Do Not Need to get a Separate Permission Form for Every Trip. One at the Beginning of the Season/Year from each Student is Sufficient****
- ☐ Notify School Cafeteria Manager of Any Lunch Needs
- ☒ Follow All Transportation Department Guidelines for Bus Trips
****All Request Must be in the Trip System at Least FIVE days prior to the date of departure****
- ☐ Understand Any Student's Medication Needs and/or Medical Conditions
****Coaches Must Carry All Player's Physicals on Any Away and Overnight Trips****
- ☒ Attach a Trip List of Students to the Principal/Designee and a Rider's List to the Bus Driver
****Rider's List Must Contain All Rider's Names and an Emergency Contact Name and Number****
- ☒ Attach an Itinerary (w/ bus request)
- ☐ Other Specific Needs: _____

Rhonda Richard
Signature of Person Submitting Form

A. Jansen
Signature of Principal/Designee

This Form Must be Submitted 10 Days Prior to the Date of the Trip to the Principal/Designee

The mission of Henderson County Schools is to provide extraordinary educational opportunities for every student.
Equal Educational and Employment Institution



Trip ID#: 06453

Henderson County Schools

Transportation Request for Extracurricular Trips

Requested by:	Rhonda Richard		
Date Submitted:	11-13-25	School:	HCHS
Group:	HCHS CHEER		
Funding Source for Trip Cost:	Athletics		
Destination:	Winchester Ky - KHSAA State Cheer		
Purpose of Trip:	KHSAA CHEER		
Date(s) of Trip:	12-12-25 to 12-13-25		
	Departure Time (CST)	Arrival Time (CST)	
To the Event:	12:00 AM/PM	4:30 AM/PM	
On Return Trip:	10:30 to Geo Rogers Clark AM/PM	do not need return bus	AM/PM
Street:	Hotel D 12-12 Geo Rogers Clark 12-13		
City, ST:	Lexington, Ky	ZIP	
Number of Students	19	Number of Adults	5 Total: 24
Number of Vehicle(s) Required:	Bus 1	SUV	Car
	Will you require a handicap-accessible bus?		Yes No
	Does the driver need to remain with group during the event?		Yes No
Emergency Contact Number of Sponsor:	(270) 860-5367 12-13,		
Additional Requirements:			
Medical Needs:			
Employee Signature:	C. Scrivener		

ORG:	Principal Approval:	PROJ:
		Chamber Thomas
	Date of Approval:	11/20/25

*JEFF Coursey?

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- Sponsors and coaches shall be trained annually to administer medication.

KHSAA Dance State

Checklist:

- ☐ Sponsor/Coach Name: Chelsie Staples Cell Number: 270.577.3330
- ☐ Date of Departure: 12/13/25 Time of Departure: 2:00 PM
- ☐ Date of Return: 12/14/25 Expected Time of Return: 7:00 PM
- ☐ Adequate Supervision (Meets Ratio Criteria)
Please List Names of Chaperones
- ☐ Obtain Parent/Guardian Permission Forms
Athletic Teams/Clubs Do Not Need to get a Separate Permission Form for Every Trip. One at the Beginning of the Season/Year from each Student is Sufficient
- ☐ Notify School Cafeteria Manager of Any Lunch Needs
- ☐ Follow All Transportation Department Guidelines for Bus Trips
All Request Must be in the Trip System at Least FIVE days prior to the date of departure
- ☐ Understand Any Student's Medication Needs and/or Medical Conditions
Coaches Must Carry All Player's Physicals on Any Away and Overnight Trips
- ☐ Attach a Trip List of Students to the Principal/Designee and a Rider's List to the Bus Driver
Rider's List Must Contain All Rider's Names and an Emergency Contact Name and Number
- ☐ Attach an Itinerary
- ☐ Other Specific Needs: - Roster on back -
Port Jaws

C. Staples
Signature of Person Submitting Form

Andrew Thomas 11/25/25
Signature of Principal/Designee

This Form Must be Submitted 10 Days Prior to the Date of the Trip to the Principal/Designee

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Equal Educational and Employment Institution



2025-26 KHSAA State Dance Championships

Presented by UK HealthCare

George Rogers Clark High School, Winchester

December 14, 2025

Sunday, December 14

Session 1 - Pom, Hip Hop Small, Hip Hop Large

- | | |
|----------|-----------------------------------|
| 12:00 PM | Gates Open for Teams |
| 12:30 PM | Gates Open for Spectators |
| 1:00 PM | Pom, Hip Hop Small, Hip Hop Large |
| 3:55 PM | Approximate Awards |

*Session 2 (**) - Jazz & Game Day*

- | | |
|---------|------------------------------------|
| 4:30 PM | *Gates Open for Teams of Session 2 |
| 5:00 PM | *Gates Open for Spectators |
| 5:30 PM | Jazz & Game Day |
| 8:00 PM | Approximate Awards |

ALL TIMES EASTERN

**Time is approximate. Doors will open when all spectators are cleared from s*

*** Gymnasium will be cleared between sessions*

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Thomas Nelson
Nelson Co., Ky

Checklist:

☒ Sponsor/Coach Name: Tyler Smithheart Cell Number: _____

☒ Date of Departure: Dec. 19th Time of Departure: TRA

☒ Date of Return: Dec 21st Expected Time of Return: 8pm

☒ Adequate Supervision (Meets Ratio Criteria) Ryan Hail, Ervin Miller, Jason Lynn, Idria White, Tyler Smithheart

****Please List Names of Chaperones****

☒ Obtain Parent/Guardian Permission Forms

****Athletic Teams/Clubs Do Not Need to get a Separate Permission Form for Every Trip. One at the Beginning of the Season/Year from each Student is Sufficient****

☒ Notify School Cafeteria Manager of Any Lunch Needs

☒ Follow All Transportation Department Guidelines for Bus Trips

****All Request Must be in the Trip System at Least FIVE days prior to the date of departure****

☒ Understand Any Student's Medication Needs and/or Medical Conditions

****Coaches Must Carry All Player's Physicals on Any Away and Overnight Trips****

☒ Attach a Trip List of Students to the Principal/Designee and a Rider's List to the Bus Driver

****Rider's List Must Contain All Rider's Names and an Emergency Contact Name and Number****

☐ Attach an Itinerary

☐ Other Specific Needs: _____

Ryan Hail
Signature of Person Submitting Form

Quinn Shuman 11/17/15
Signature of Principal/Designee

This Form Must be Submitted 10 Days Prior to the Date of the Trip to the Principal/Designee

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From: Haile, Ryan - HCHS <ryan.haile@henderson.kyschools.us>
Sent: Friday, November 14, 2025 8:40 AM
To: Willett, Debbie - HCHS <debbie.willett@henderson.kyschools.us>
Subject: Re: Overnight and Out of District Bus Trip

We are playing 2 games on the 20th and one game on the 21st. Our plan was to go down on the 19th after school in order to play our 2 games on the 20th. Then stay the night again on the 20th and come home the 21st after our game. We haven't got our hotel yet. Coach Smithhart is still in process of finding a good deal. Let me know what else you may need.

Thank you,

Ryan Haile
PE/Health
Assistant Boys Basketball
Henderson County HS
Phone - 270-823-2029

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- All sponsors and head coaches should ride on the bus with the team/students
- Sponsors and coaches shall be trained annually to administer medication.

Checklist:

- ☒ Sponsor/Coach Name: SHANNON TROSTMAN Cell Number: 270-860-7662
- ☒ Date of Departure: MAY 8 Time of Departure: 1:30 pm
- ☐ Date of Return: MAY 9 Expected Time of Return: 2:00 pm
- ☒ Adequate Supervision (Meets Ratio Criteria)
Please List Names of Chaperones
- ☐ Obtain Parent/Guardian Permission Forms
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- ☐ Notify School Cafeteria Manager of Any Lunch Needs
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Rider's List Must Contain All Rider's Names and an Emergency Contact Name and Number
- ☒ Attach an Itinerary
- ☐ Other Specific Needs: _____

[Signature]
Signature of Person Submitting Form

[Signature]
Signature of Principal/Designee
18110125

This Form Must be Submitted 10 Days Prior to the Date of the Trip to the Principal/Designee

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Trip ID#:

Henderson County Schools

Transportation Request for Extracurricular Trips

Requested by:	S. TROUTMAN		
Date Submitted:	12-1-25	School:	HCHS
Group:	HCHS SOFTBALL		
Funding Source for Trip Cost:	ATHLETIC		
Destination:	BOWLING GREEN (OVERNIGHT STAY)		
Purpose of Trip:	SOFTBALL		
Date(s) of Trip:	5-8-26 - 5-9-26		
	Departure Time (CST)	Arrival Time (CST)	
To the Event:	1:30 AM / <input checked="" type="radio"/> PM	3:30	AM / <input checked="" type="radio"/> PM
On Return Trip:	AM / PM	AM / PM	
Street:			
City, ST:		ZIP	
Number of Students	20	Number of Adults	4 Total: 24
Number of Vehicle(s) Required:	Bus	<input checked="" type="checkbox"/> SUV	Car
	Will you require a handicap-accessible bus?		Yes <input checked="" type="radio"/> No
Does the driver need to remain with group during the event?			<input checked="" type="radio"/> Yes No
Emergency Contact Number of Sponsor:		(270) 860-7162	
Additional Requirements:			
Medical Needs:			
Employee Signature:		S. Troutman	

ORG:		PROJ:	
Principal Approval:			
Date of Approval:	12/10/25		