

Field Trip Request Forms**NELSON COUNTY BOARD OF EDUCATION****FIELD TRIP REQUEST FORM****General Information:**

Teacher Name Courtney Holbert / Lisanna Byrd School Thomas Nelson HS
 Grade/Subject 9th-12th Funding Source _____
 Destination & Address Crowne Plaza Hotel - Louisville
830 Phillips Lane Date of Trip 12/7/14-12/9/14
Louisville, KY 40209

Academic Information:

Core Content +/- or Exiting Criteria Covered Civics & Citizenship within the Commonwealth of Kentucky
 Academic Objective of Trip Civics & Citizenship within the Commonwealth of Kentucky
 Academic Pre-Trip Activities (Please attach plan.) Bill Authoring Workshops held on TNHS campus; see blog (+tnhslocalnationalglobalcitizens.blogspot.com)
 Academic Post-Trip Activities (Please attach plan.) C-SPAN Student CAM contest
 Evaluation Procedures Please see Kentucky YMCA Youth Association (kyyymca.org)

Transportation:

Number of Buses Needed 1 Time Leaving 1:00pm Time Returning 12:30pm
 Number of Students 20 Number of Adults 2 confirmed & 2 unconfirmed Compartments Needed _____
 (CENTRAL OFFICE USE ONLY)
 Date Called for Buses _____ Driver(s) Assigned _____
 Date School Notified _____
 Itemized Cost: Bus Drivers \$ _____ Mileage \$ _____ Cost per Child \$ _____

Signatures

Courtney Holbert Lisanna Byrd Wes Bradley
 Teacher Principal Superintendent/Director of Transportation
 Date _____ Date 10.15.14 Date _____

STUDENTS

09.36 AP.21

(CONTINUED)

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

School Thomas Nelson High School Grade & Number of Students Attending 9th/2nd : 28

Person Making Request Courtney Herbert / Lisanna Byrd Position Teacher

Overnight Activity ☒ Out-of State Activity ☐ Dates Scheduled 12/7 - 12/9/14

Name of Activity Kentucky Youth Assembly conference

Location of Activity Crown Plaza Louisville (830 Phillips Lane, Louisville, KY 40209)

Objectives of Activity

Explore the civic responsibility and processes involved in legislative process in the Commonwealth

Pre-trip preparatory activities planned (please attach appropriate documents)

Bill authoring workshops (held after school on campus) see blog: tnhlocal

Post-trip culminating activities planned (please attach appropriate documents)

CSPAN- student cam contest (see blog) national
global
citizens
blogspot

Oral student presentations planned after trip

CSPAN- student cam contest (see blog)

Name(s) of certified staff attending Courtney Herbert ; Lisanna Byrd

Name(s) of other adults attending We will seek two parent chaperones. Once volunteers come forth we will submit their names for approval

Plan for handling student medication needs If any students require medication, we will follow school protocol.

Plan for supervision (day) The adults and KVA personnel will monitor activities prepared by KVA/VMA.

Plan for supervision (night - please be specific for all hours of the night) KVA/VMA staff provides curfew expectations and monitors in addition to sponsors. Advisor rooms will be next to student rooms.

Signed _____

Date _____

Principal _____

Date Approved _____

Superintendent _____

Date Approved _____

Review/Revised: 5/17/11