

DATE: 1/23/15

TO: Robin Newton

FROM: Chad Thompson *mttully*

Please add the following trip for approval to the School Board's next meeting agenda. Details are attached. Thank you.

This would be a retroactive approval:

Date of Trip: 2/12/15 - 2/16/15

Sponsor: Vic Rosentreter

Group Name: JROTC - Rifle Team

Purpose of Trip: Attend National Air Rifle Championships in Port Clinton, Ohio at Camp Perry

	Time	Activity	Location
Day 1		Travel	
Thursday 12 February			
Day 2		Arrival	
Check-in & Training			
Friday 13 February			
	0900-1700	Check in, Registration, Equipment Control *check in starts 2 hours prior to your scheduled training (<i>see squadding</i>)	Competition Center Range/ Expo New Mexico
	1100-1630	Training, teams and individuals train according to their competition relays. Training relays start at 1100, 1300 and 1500 (Relays A, B & C) Each training session will last one hour.	Range
	1230 or 1430	Coaches Meeting (attend only one time)	TBD
Day 3	0800 – 1000	Late Check-in and Equipment Control	Front Desk
Match Day			
Saturday 14 February			
or			
Friday 21 February			
0800 – 1000		3x20 competition, Relay A	Range
1030 – 1230		3x20 competition, Relay B	Range
1340 - 1400		Coaches Meeting for Late Check-ins	TBD
1300 – 1500		3x20 competition, Relay C	Range
Day 4	0800-1000	3x20 competition, Relay C	Range
Match Day & Final			
Sunday 15 February			
1030-1230		3x20 competition, Relay A	Range
1300-1500		3x20 competition, Relay B	Range
1545 – 1615		Finals for all services	Range
Immediately following Final		Competitor Reception	Lobby
1700-1800		Award Ceremony	TBD
Departure			
Day 5		Travel	
Monday 16 February			



Trip ID#: 5368

Henderson County Schools

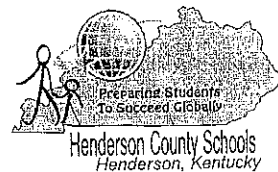
Transportation Request for Extracurricular Trips

Requested by:	Vic Rosentretter		
Date Submitted:	12/19/14	School:	NC HS
Group:	1 R.O.T.C. - Rifle Team		
Funding Source for Trip Cost:	Army (invoices required)		
Destination:	Camp Perry, Ohio		
Purpose of Trip:	attend national air rifle championships		
Date(s) of Trip:	February 12, 2015 - February 16, 2015		
	Departure Time (CST)	Arrival Time (CST)	
To the Event:	7:00 AM/PM	5:00	AM/PM
On Return Trip:	7:00 AM/PM	5:00	AM/PM
Street:	1000 Lawrence Road		
City, ST:	Port Clinton, OH.	ZIP	43452-9578
Number of Students	4	Number of Adults	1
Total:	5		
Number of Vehicle(s) Required:	Bus	SUV	Car
		<input checked="" type="checkbox"/>	
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) 844-2630		
Additional Requirements:	Driver - Vic Rosentretter		
Medical Needs:	none		
Employee Signature:	Victor Rosentretter		

Office Use	ORG:		PROJ:	
	Principal Approval:	Chad Thompson		
	Date of Approval:	12/18/14		

Henderson County Schools

1805 Second Street, Henderson, Kentucky 42420
(270) 831-5000 Fax: (270) 831-5009
<http://www.hendersonschools.net>



Overnight and Out of District Bus Trip Guidelines

During overnight 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.
- Student:Adult ratios Secondary 15:1 Elementary 10:1
- Sponsors and coaches shall be trained annually to administer medication.

Checklist:

- ✓ Sponsor/Coach Name Die Rosentriter cell number 270-844-2630
 - ✓ Date of trip 02/12-16/15 expected departure time 7:00 a.m. return time 5:00 p.m.
 - ✓ Adequate Supervision (meets ratio criteria)
* Please List Names of Chaperones* Die Rosentriter
 - ✓ 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 request.
 - ✓ Understand any students' medication needs and/or medical conditions
Coaches must carry all players' physicals on any away and overnight trips.
 - ✓ Attach a trip list of students to principal/designee
 - ✓ Attach an itinerary
 - ✓ Other specific needs:
- Die Rosentriter
Signature of Person submitting form
- Chad Thompson
Signature of Principal/Designee

This form must be submitted 3 days prior to the date of the trip to the principal or designee.

DATE: 1/23/15

TO: Robin Newton

FROM: Chad Thompson *ms Stanley*

Please add the following trip for approval to the School Board's next meeting agenda. Details are attached. Thank you. *This would be a retroactive approval.*

Date of Trip: 2/4/15 - 2/7/15

Sponsor: Adam Thomas

Group Name: Band

Purpose of Trip: Attend All-State Band at downtown Louisville, KY. Staying @ Galt House in downtown Louisville.



Trip ID#:

5419

Henderson County Schools**Transportation Request for Extracurricular Trips**

Requested by:	<i>Adam Thomas</i>		
Date Submitted:	<i>1-21-15</i>	School:	<i>HCHS</i>
Group:	<i>Band</i>		
Funding Source for Trip Cost:			
Destination:	<i>Downtown Louisville</i>		
Purpose of Trip:	<i>All-State Band</i>		
Date(s) of Trip:	<i>2/4/15 — 2/7/15</i>		
	Departure Time (CST)	Arrival Time (CST)	
To the Event:	<i>9</i> AM PM	<i>11:30</i> AM PM	
On Return Trip:	<i>2</i> AM PM	<i>4:30</i> AM PM	
Street:	<i>Galt House</i>		
City, ST:	<i>Louisville, KY</i>	ZIP	<i>40292</i>
Number of Students	<i>6</i>	Number of Adults	<i>1</i> Total: <i>7</i>
Number of Vehicle(s) Required:	Bus	SUV	Car
		<i>1</i>	
	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:	<i>(270) 231-0476</i>		
Additional Requirements:			
Medical Needs:	<i>on file</i>		
Employee Signature:	<i>Adam Thomas</i>		

Office Use	ORG:		PROJ:	
	Principal Approval:	<i>Chad Thompson</i>		
	Date of Approval:	<i>1-12-15</i>		

Henderson County Schools

1805 Second Street, Henderson, Kentucky 42420
(270) 831-5000 Fax: (270) 831-5009
<http://www.hendersonschools.net>



Overnight and Out of District Bus Trip Guidelines

During overnight 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.
- Student:Adult ratios Secondary 15:1 Elementary 10:1
- Sponsors and coaches shall be trained annually to administer medication.

Checklist:

- ☒ Sponsor/Coach Name Adam Thomas Cell number 270-231-0476
- ☒ Date of trip 2/4/15-2/11/15 expected departure time 9 am return time 4:30 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 request.
- ☒ Understand any students' medication needs and/or medical conditions
Coaches must carry all players' physicals on any away and overnight trips.
- ☒ Attach a trip list of students to principal/designee
- ☒ Attach an itinerary
- ☒ Other specific needs:

Adam B. Thomas
Signature of Person submitting form

Chad Thompson
Signature of Principal/Designee

This form must be submitted 3 days prior to the date of the trip to the principal or designee.

DATE: 01/30/15

TO: Robin Newton

FROM:

Chad Thompson

Please add the following trip for approval to the School Board's next meeting agenda. Details are attached. Thank you.

Date of Trip: March 15-17, 2015

Sponsor: Phill Kopczynski

Group Name: Co-Ed Y-club

Purpose of Trip: Taking 25 students to KUNA (Kentucky United Nations Assembly) in Louisville, KY.

Attention Henderson County School Board;

The purpose of this letter is to formally request your approval for our overnight trip/competition in Louisville KY. The HCHS Co-Ed-Y club will be competing in the 2015 KUNA (Kentucky United Nations Assembly) on March 15th – 17th. The Kentucky United Nations Assembly (KUNA) is a three-day experiential learning conference in which students participate directly in simulated international diplomacy.

As Ambassadors emulating the culture and representing diverse interests of UN member countries from around the world, students dive deeply into the culture of another nation and are encouraged to re-examine the world from another perspective. Students develop solutions for international issues by writing, presenting, debating, and voting on Resolutions.

Students also celebrate cultural diversity by presenting aspects of their chosen country's culture at the Global Village and International Stage. Officers elected by students serve as conference leadership, supported by YMCA professionals, advisors, alumni, and parent volunteers.

KUNA offers students the opportunity to experience the richness of cultures from around the world, develop empathy, and hone their critical thinking skills while engaging with a wide variety of perspectives and global issues.

Students and advisors will be staying at the Downtown Marriott in Louisville KY, and will return to school on March 17th before the end of the school day. If you have any questions please feel free to contact me at 270-315-5014

Sincerely,

Phill Kopczynski

HCHS Co-Ed-Y Sponsor

Henderson County Schools

1805 Second Street, Henderson, Kentucky 42420
(270) 831-5000 Fax: (270) 831-5009
<http://www.hendersonschools.net>



Overnight and Out of District Bus Trip Guidelines

During overnight 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.
- Student:Adult ratios Secondary 15:1 Elementary 10:1
- Sponsors and coaches shall be trained annually to administer medication.

Checklist:

- ✓ Sponsor/Coach Name Phil Koczynski Cell number 270-315-5011
- ✓ Date of trip 3/15-3/17 expected departure time 9:30 AM return time 1:45 pm
- ✓ Adequate Supervision (meets ratio criteria)
* Please List Names of Chaperones* Phil Koczynski Natalie Martin
- ✓ 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 request.
- ✓ Understand any students' medication needs and/or medical conditions
Coaches must carry all players' physicals on any away and overnight trips.
- ✓ Attach a trip list of students to principal/designee
- ✓ Attach an itinerary
- ✓ Other specific needs:
Phil Koczynski
Signature of Person submitting form
- Chad Thompson
Signature of Principal/Designee

This form must be submitted 3 days prior to the date of the trip to the principal or designee.



HENDERSON COUNTY HIGH SCHOOL
CAREER AND TECHNICAL EDUCATION DEPARTMENT

February 4, 2015

Henderson County Board of Education
c/o Henderson County Schools
1805 Second Street
Henderson, KY 42420

Board Members

Please allow this letter to serve as my request to transport qualifying students to the following out of district/overnight trips:

1. Nashville Predators Leadership Night – February 24, 2015. Bridgestone Arena Nashville, TN
2. State Career Development Conference - Sunday March 8, 2015 – Tuesday March 10, 2015. Galt House Louisville, KY
3. International Career Development Conference April 23, 2015-April 29, 2015 in Orlando, FL

The list current DECA members is attached. Those who qualify for State will be chosen from this list of students, and the National qualifiers will be chosen from the state competitors, depending upon their performance in the ascending levels of competition.

The detailed Conference Information packet for 2014, produced and distributed by the DECA State Advisor Gary Colvin, is attached. The 2015 information packet was not available at the time of this letter, however the agenda will change very little for the 2015 SCDC. Thank you for your consideration in this matter and for your commitment to our students and to education.

Sincerely

Courtney Melton Givens

2424 ZION ROAD HENDERSON, KY 42420 / P-270-831-8850 F-270-831-8853

WWW.HCHS.HENDERSON.KY.US/CTE/INDEX.HTM

EQUAL EDUCATIONAL AND EMPLOYMENT INSTITUTION

Newton, Robin - BOE, Executive Assistant to the Superintendent

From: Bailey, Brian - HCH, Assistant Principal-Tech Unit
Sent: Thursday, February 5, 2015 10:46 AM
To: Newton, Robin - BOE, Executive Assistant to the Superintendent

Approved. Thank you.

Brian K. Bailey
CTE Unit Principal
Henderson County High School
2424 Zion Rd.
Henderson, Ky 42420
270 831-8850
brian.bailey@henderson.kyschools.us

Special Activities and Membership Awards

Membership Awards

Grayson County ATC
Scott County HS

Green County ATC
Taylor County HS

YES WE CAN!

Congratulations! These chapters exceeded their 2012-2013 membership. *Can your chapter do this next year?*

You will have special seating at this state conference.

Allen County	Logan County
Bowling Green	Madison Central
Boyle County	McCreary Central
Graves County	Meade County
Grayson County	Scott County
Green County	Shawnee High School
Henderson County	Taylor County
Hopkins County Central	Trigg County
Jessamine Career & Tech	Wayne County
Ky Tech Ohio County	Western Hills
Lafayette	Whitley County

Virtual Business Challenge - 1st Round - Number 1 in Kentucky (Online single or team events to enhance the classroom)

Personal Finance - Katie Hitchcock, Green Co ATC

Retail - Brandon Trentham, Brandon Wright,
Austin Spalding, Green Co ATC

Sports - Jacob Hart, Alex Burden, Grayson Co ATC

(Round 2 results were not available at printing time)

Sunday, March 9

4:00 PM Chapter check-in begins Registration Area

5:00 PM Teacher of the Year Interviews Collins

6:30 PM Candidate Interviews Clements
(All candidates and their Advisors for scheduling)

6:30 PM Leadership Experiences Begin Here!
Leadership Development Academy Part I Breathitt

7:30 PM Testing for Substitutes/Online Clements

7:30 PM ALL Advisors Event Briefings, Assignment & Updates Nunn
Conference Orientation
Event Coordinators Briefing for All Advisors

Ready by 7

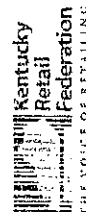
9:30 PM First General Session Ballroom A/B
Conference Theme
Introduction of State Officers
Welcome to Special Guests
Speaker: Eddie Slowikowski
Conference Orientation
Recognition

10:30 PM Posting: Event Interview Times Outside Combs/Chandler
(Preliminaries for Series, Principles, and Team Events. Also KY
Events and Written Events) - Also posted at facebook.com/kydeca

Our first meeting 11:30

12:00 AM Curfew !!!
6:00 AM

Special thanks for providing financial support to Kentucky DECA:



Hez

Monday March 10

8:00 AM AM Events -- Event Coordinators Setup:

State Event Coordinator Assigned Rooms
Written Event Coordinator Clements
Team Decision Making Event Coordinator. Exhibit Hall
Series/Principles Event Coordinator. Exhibit Hall

8:30 AM- Competitive Events Begin - Participants

4:00 PM (See Summary Schedule of Competitive Events)

8:00 AM- Judge's Registration. Carroll/Ford

9:30 AM -

11:00 AM Leadership Development Academy Part II. Breathitt

11:00 AM-

12:00 PM VIP Reception (Ticket Required). Stopher

11:45 AM-

1:00 PM Judge's Luncheon. Carroll/Ford

12:00 PM PM Events -- Event Coordinators Setup:

State Event Coordinator..... Assigned Rooms
Written Event Coordinator Clements
Team Decision Making Event Coordinator. Exhibit Hall
Series/Principles Event Coordinator. Exhibit Hall

1:00 PM - Competitive Events Continue - Participants

4:00 PM (See Summary Schedule of Competitive Events)

1:30 PM -

3:00 PM Leadership Development Academy Part III. Breathitt

7:30 PM

Recognition Session. Ballroom A/B

(Dress is Business or Formal attire)

Opening - Voting Delegates are seated at the front

Candidate Speeches/Election

Recognition of Guests

Special Recognitions

Special Activities

9:00 PM -

11:15 PM DECA Fun Night. Ballroom A/B/C

Change into your casual attire and get ready for fun

12:00 AM- Curfew !!! Everyone in their rooms.

6:00 AM

Tuesday, March 11

8:00 AM Advisors Forum/Breakfast/National Update. Breathitt
(Continental Breakfast Sponsored by Kentucky Retail Federation)
Chapter materials available for pickup

9:00 AM Awards Assembly. Ballroom A/B
(Dress is Business Attire)

Presentation of Awards

Outstanding Member Recognition

Installation of Officers

Adjournment

11:00 AM Travel Home and Prepare for the International DECA Conference.

Compliance with the SCDL Dress Code is required and is your responsibility.

Remind yourself of the code by reading the code published in
this program. Failure to read or understand the dress code is
NOT an acceptable excuse.

2/16

Dress Code - SCDC*

Appropriate dress while at the conference for event competition, special interest sessions and general sessions is Business Attire.

Participants not adhering to the dress code may be disqualified, asked to return to their hotel room, and will not be allowed on the conference stage.

Professional Business Attire During Competitive and General Sessions

Females:

- Name badge required at all times.
- A skirt/dress length may not be any shorter than 4" above the knee.
- Dress blouse or dress sweater with dress skirt or dress slacks (blazer optional) or business dress; dress shoes; hosiery/trouser socks.
- Unacceptable examples (not inclusive): sandals of any kind, shoes without backs, boots, casual-style shoes (canvas, Sperrys, etc), gaucho pants, skin-tight or revealing clothes, midriff-baring clothing, athletic clothing

Males:

- Name badge required at all times.
- Collared dress shirt and necktie with dress slacks (blazer/dress coat is optional); dress shoes and dress socks; shirt tails tucked into pants. Necktie required for testing, all competitions and while on the conference stage.
- Unacceptable examples (not inclusive): sandals of any kind, casual-style shoes (hiking, canvas, sneakers, Sperrys), cargo-style pants, jeans or other casual pants, T-shirts or shirts without collars, sweaters of any kind unless worn with a collared dress shirt.

Casual Attire - Male or Female

Casual attire for the hotel hallways, non-conference activities includes jeans, nice T-shirts, denim shirts, or sneakers. Shoes required.

Unacceptable examples (not inclusive) Skin-tight or revealing clothing, clothing with printing that is suggestive, obscene or promotes illegal substances, swim wear, night wear.

*Adopted as official policy of Kentucky DECA Board, July 2012

PARTICIPANT SUMMARY SCHEDULE OF COMPETITIVE EVENTS

Remember to dress appropriately
(Times may change - watch for POSTED times and announcements)

KY Comprehensive Exams					
KY Entrepreneurship Functions				KY Marketing	
KY Finance				KY Retailing Concepts	
KY Free Enterprise Basics				KY Sports & Entertain. Marketing	
KY Hospitality & Tourism Essentials					
Monday	2:30 PM	Exam			Ballroom C
KY DECA Member of the Year					
Monday	1:00 PM	Interview			TBA
Monday	2:30 PM	Exam			Ballroom C
KY Electronic Advertising					
Monday	10:00 AM	Performance			Stanley
KY Job Interview					
Monday	8:30 AM	Complete Application Form Interview			Wilson Wilson

KY Level One Events					
Business Economics Level 1					
Marketing Level 1					
Retailing Level 1					
Monday	2:30 PM	Exam			Ballroom C
KY Prepared Business Presentations					
Monday	8:30 AM	Performance			Stanley
KY Webpage Advertising					
Monday	2:30 PM	Exam			Ballroom C

2012

HENDERSON COUNTY NORTH MIDDLE SCHOOL

ZACK WINDELL

Principal

BRAD ARMSTEAD

YSC Coordinator

"Striving For Excellence"

**1707 Second Street
Henderson, Kentucky 42420**

(270) 831-5060

Fax (270) 831-5064

YSC (270) 854-0676

KIM MARSHALL

Assistant Principal

BRANDY T. HALEY

Counselor

BRUCE C. FARLEY

Counselor

February 6, 2015

Dear Board Members,

North Middle School Student Technology Leadership Program (STLP) would like to request an overnight trip to Lexington, KY to attend the STLP State Conference on March 25-27, 2015.

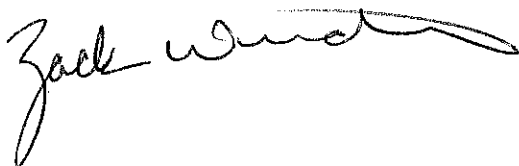
Students attended the Regional Showcase in November where their technology presentations qualified for the State Competition. There will be a total of 8 students and 2 teachers attending.

We see this as an excellent opportunity for students to demonstrate leadership through the use of technology and help them achieve college and career readiness.

Thank you for your consideration,



North Middle School



Chad Thompson
Coordinating Principal
chad.thompson@henderson.kyschools.us



2424 Zion Road Henderson,
Kentucky 42420 Telephone:
(270) 83J-8810 Fax: (270)
831-8888

Henderson County High School

February 10, 2015

The FCCLA Club will be sending 3 student to State Competition in Louisville, Kentucky to participate in Star Events and the State Meeting. The date the students will be leaving along with Ginny Johnson, Advisor and chaperone, is Sunday March 29th at 2:00 p.m. and we will return on April 1st about 3:00 p.m. Hotel arrangements have been made at the Galt House in Louisville where the events and meeting will take place.

The following students are participating:

Julie Brack

Jessiah Dixon

Brianna Scott.

Ms. Ginny Johnson, FCS Teacher, 270-831-8800 ext. 23302
virginia.johnson@henderson.kyschools.us

Principal's Approval Signature:

A handwritten signature in black ink, which appears to read 'Brian K. Bailey', is written over a horizontal line.

Brian Bailey
Asst Principal
Career & Technical Education Unit
Henderson County High School

DATE: 02/12/15

TO: Robin Newton

FROM:

Chad Thompson

Please add the following overnight trip for approval to the School Board's next meeting agenda. Details are attached. Thank you.

Date of Trip: 03/13/15 through 03/15/15

Sponsor: Victor Rosentreter

Group Name: JROTC

Purpose of Trip: Drill/Rifle Competition taking place in Elizabethtown, KY.

Henderson County Schools

1805 Second Street, Henderson, Kentucky 42420

(270) 831-5000 Fax: (270) 831-5009

<http://www.hendersonschools.net>



Overnight and Out of District Bus Trip Guidelines

During overnight 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.
- Student:Adult ratios Secondary 15:1 Elementary 10:1
- Sponsors and coaches shall be trained annually to administer medication.

Checklist:

- ✓ Sponsor/Coach Name Victor Rosenthal Cell number (270) 844-2630
- ✓ Date of trip 2/13/15-2/15/15 Expected departure time 4:00 PM return time 7:30 P.M.
- ✓ 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 request.
- ✓ Understand any students' medication needs and/or medical conditions
Coaches must carry all players' physicals on any away and overnight trips.
- ✓ Attach a trip list of students to principal/designee
- ✓ Attach an itinerary

W/A Other specific needs:

Victor Rosenthal
Signature of Person submitting form

Chad Thompson
Signature of Principal/Designee

This form must be submitted 3 days prior to the date of the trip to the principal or designee.



Trip ID#:

Henderson County Schools

Transportation Request for Extracurricular Trips

Requested by:	Vic Rosentstein		
Date Submitted:	2/11/15	School:	HCHS
Group:	ROTC		
Funding Source for Trip Cost:	ROTC		
Destination:	Elizabethtown, Ky.		
Purpose of Trip:	Drill / Rifle Competition		
Date(s) of Trip:	3/13/15 - 3/15/15		
	Departure Time (CST)	Arrival Time (CST)	
To the Event:	4:00 AM (PM)	5:30 AM (PM)	
On Return Trip:	4:00 AM (PM)	7:30 AM (PM)	
Street:	384 W. A. Jenkins Road		
City, ST:	Elizabethtown, Ky.	ZIP	42401
Number of Students	2	Number of Adults	1
Total:		3	
Number of Vehicle(s) Required:	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:	(270) 844-2630		
Additional Requirements:	Busta Breedlove - driver		
Medical Needs:	none		
Employee Signature:	Vic Rosentstein		

Office Use	ORG:		PROJ:	
	Principal Approval:	Chad Thompson		
	Date of Approval:	2/11/15		