

January 19, 2016

RE: out of district/overnight trip

Marganna Stanley,

Mrs. Stanley, the Criminal Law program is requesting permission for an overnight/out of district trip on January 29 & 30th, 2016.

We will travel to Georgetown, KY for the 5th Annual High School Mock Trial Invitational. We will depart the morning of January 29th, from HCHS and will be returning the evening of January 30th.

Please see the attached itinerary and list of participants.

Thank you for your consideration.

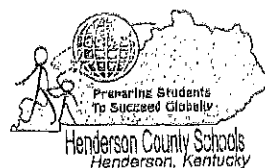
Madison Sewell
Criminal Law Instructor, HCHS
Madison.sewell@henderson.kyschools.us

Principal Approval: _____

Vivian Doty

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 Madison Sewell Cell number 502 759 1315

✓ Date of trip 1/29-1/30 expected departure time 8 AM return time 10 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:
None

Signature of Person submitting form Madison Sewell

Signature of Principal/Designee Victor Doty

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

2016 5th Annual Wildcat Invitational

Hosted by the University of Kentucky Mock Trial Team

Welcome

The UK Mock Trial Team is excited to welcome you to the 5th Annual Wildcat High School Mock Trial Invitational! The tournament will be held on Saturday, January 30, 2016. This packet contains all of the necessary information for that day.

The Schedule

9:00am – 9:30am	Check In
9:30 am – 10:00am	Opening Ceremonies & First Round Pairings
10:15 am – 1:00pm	First Round
1:00pm – 2:15pm	Lunch
2:15pm – 5:00pm	Second Round
5:30pm*	Closing Ceremonies & Awards
6:00pm	Farewell

*Closing Ceremonies may begin slightly early or late depending on the time the last second round trial concludes.



HENDERSON COUNTY HIGH SCHOOL
CAREER AND TECHNICAL EDUCATION DEPARTMENT

January 19, 2016

RE: out of district/overnight trip

Marganna Stanley,

Mrs. Stanley, the Criminal Law program is requesting permission for an overnight/out of district trip on February 18th & 19th, 2016.

We will travel to Richmond, KY for the Middle School Mock Trial. We will depart midday on February 18th, from HCHS and will be returning the evening of February 19th.

Please see the attached itinerary and list of participants.

Thank you for your consideration.

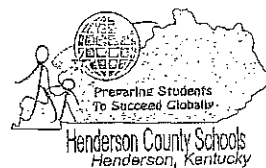
Madison Sewell
Criminal Law Instructor, HCHS
Madison.sewell@henderson.kyschools.us

Principal Approval: _____

Victor Doty

Henderson County Schools

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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 Secondary 15:1 Elementary 10:1
- Sponsors and coaches shall be trained annually to administer medication.

Checklist:

✓ Sponsor/Coach Name Madison Sewell Cell number 502 759 1315

✓ Date of trip 2/18 - 2/19 expected departure time 12 PM return time 8 PM

✓ Adequate Supervision (meets ratio criteria)
Please List Names of Chaperones Madison Sewell

✓ 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.

N/A 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:
Madison Sewell

Signature of Person submitting form

Vicki Doty
Signature of Principal/Designee

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

Middle School Mock Trial Itinerary

February 18, 2016

12 noon: Depart for Richmond Kentucky (Student should eat lunch before departure)

4 PM: Arrive and check into hotel

6 PM: Dinner

February 19, 2016

8 AM- 5 PM Participate in 9th annual Kentucky Middle School Mock Trial Competition

6 PM Dinner

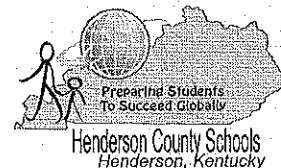
10 PM: Arrive at NMS

Middle School Mock Trial

Name
Dawnielle Elwood
Destiny Satcher
Morgan Bassett
Breezie Trodglan
Yasmin Star Janette
Maggie Mattingly
Sarah Mattingly
Kristen Barnett

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

Checklist:

- ☒ Sponsor/Coach Name Brian Sullivan Cell number (812) 598-8826
- ☒ Date of trip 2/26-27/16 expected departure time 12 pm return time 9 pm
- ☒ Adequate Supervision (meets ratio criteria)
* Please List Names of Chaperones* Sarah Hardy
- ☒ 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:
- Brian Sullivan
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.

Academic Team
Trip to UK Spring Invitational
(2/26-27/16)

Chaperone: Sarah Hardy

Team members:

Will Hardy

Isaac Oettle

Austin Meredith

Zach Beickman

Cole Privette

Itinerary:

Friday, Feb 26th

Leave HCHS at 12:00pm on

Arrive at hotel in Lexington at 4:30pm

Saturday, Feb 27th

Leave hotel at 7:30am

Arrive at UK at 8:00am

Leave UK at 5:00pm

Arrive at HCHS at 9:30pm



HENDERSON COUNTY HIGH SCHOOL
CAREER AND TECHNICAL EDUCATION DEPARTMENT

January 19, 2016

RE: out of district/overnight trip

Marganna Stanley,

Mrs. Stanley, the Criminal Law program is requesting permission for an overnight/out of district trip on March 3rd – March 5th, 2016.

We will travel to Richmond, KY for the Middle School Mock Trial. We will depart midday on March 3rd, from HCHS and will be returning the evening of March 5th.

Please see the attached itinerary and list of participants.

Thank you for your consideration.

Madison Sewell
Criminal Law Instructor, HCHS
Madison.sewell@henderson.kyschools.us

Principal Approval: Victor Doty

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- 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 Madison Sewell Cell number 502 759 1315
- ✓ Date of trip 3/3 - 3/5 expected departure time 12 PM return time 10 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.
- N/A 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:
Mr. Sewell
- Signature of Person submitting form _____
- Signature of Principal/Designee _____

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

High School Mock Trial Itinerary

March 3, 2016

12 noon: Depart for Richmond Kentucky (Student should eat lunch before departure)

4 PM: Arrive and check into hotel

6 PM: Dinner

March 4-5, 2016

8 AM- 5 PM Participate in 9th annual Kentucky Middle School Mock Trial Competition

6 PM Dinner

March 5, 2016

10 PM: Arrive at HCHS

Participant List:
State Mock Trial Tournament

Ashley Mattingly

Taylor Rowley

Carter Phipps

Mercedes Rutledge

Marleigh Honeycutt

Sierra Powell

Logan Dodson

Hope Perkins



February 3, 2016

RE: out of district/overnight trip

Marganna Stanley,

Mrs. Stanley, the Health Occupation (HOSA) program is requesting permission for an overnight/out of district trip on March 17th – March 19th, 2016.

They will travel to Louisville, KY for the HOSA State Leadership Conference. They will depart around 1:00pm the afternoon of March 17th, from HCHS and will be returning the afternoon of March 19th, approximately 1:30pm.

Participant names;

Warren Norman

Kaitlyn Wilkerson

Aireol Gobin

Caroline Boze

Shelby Keeling

Advisor: Ashley Bailey

Thank you for your consideration.

Ashley Bailey

Health Science Teacher/HOSA Advisor, HCHS

ashley.bailey@henderson.kyschools.us

Principal Approval: _____

A handwritten signature in black ink, appearing to read "Victor Doty", is written over a horizontal line.

Henderson County Schools

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- 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 Jessica Pfeffer Cell number (270) 952-3568
Ashley Bailey (270) 860-0898
- ✓ Date of trip 3/17/16 - 3/19/16 expected departure time 1:00 pm return time 1:30 pm
CST CST
- ✓ Adequate Supervision (meets ratio criteria) 2:10
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.
- NA 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

NA

Other specific needs:

Ashley B. Bailey
Signature of Person submitting form

Victor Doty
Signature of Principal/Designee

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

Guest1FirstName	Guest1LastName	Guest2FirstName	Guest2LastName	Guest3FirstName	Guest3LastName	Guest4FirstName	Guest4LastName
Ashley	Bailey	Jessica	Sheffer				
Warren	Norman	Tristan	Carlo	Trey	Book	David	Littrell
Kaitlyn	Wilkerson	Shelby	Pendergraft	Victoria	Patel	Pooja	Patel
Aireol	Gobin	Stephani	Sutton	Allison	Ufley	Lauren	Cummings
Caroline	Boze	Grace	Greenwell	Madi	Gish	Hailey	Hartman
Shelby	Keeling	Brittany	Todd	Hunter	Plemmons	Caroline	Emerson

2016 HOSA SLC Tentative Itinerary

- All times below are CST.

Thursday, March 17, 2016

1:00 pm – Depart from HCHS to Louisville by bus
3:30 pm – Arrive at the Crowne Plaza and check in
4:30 pm – Conference Registration
5:30 pm – HCHS Chapter Meeting
7:00 pm - 8:00 pm – General Session
10:00 pm - Curfew

Friday, March 18, 2016

7:00 am - 3:30 pm – Competitive Events, Expo
4:00 pm – 5:20 pm – Banquet (1st session)
5:30 pm -6:50 pm – Banquet (2nd session)
7:30 pm - 8:15 pm – General Session
8:15 pm – 10:00 pm – BINGO, Talent Show
10:00 pm – Curfew

Saturday, March 19, 2016

8:30 am – 11:00 am – Awards Ceremony
11:00 am – Depart for HCHS by bus (possibly stop for lunch)
1:30 pm – Arrive at HCHS



Trip ID#:

6757

Henderson County Schools

Transportation Request for Extracurricular Trips

Requested by:	Ashley Bailey		
Date Submitted:	2/2/16	School:	HCHS
Group:	HOSA		
Funding Source for Trip Cost:	HOSA club account		
Destination:	Crown Plaza Hotel, Louisville, KY		
Purpose of Trip:	HOSA State Leadership Conference		
Date(s) of Trip:	3/17/16 - 3/19/16		
	Departure Time (CST)	Arrival Time (CST)	
To the Event:	1:00 AM (PM)	3:00	AM (PM)
On Return Trip:	11:00 (AM) PM	1:30	AM (PM)
Street:	Phillips Lane		
City, ST:	Louisville, KY	ZIP:	40209
Number of Students	20	Number of Adults	1 Total: 21
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) 860-0898		
Additional Requirements:	NA		
Medical Needs:	NA		
Employee Signature:	Ashley B. Bruley		

Office Use	ORG:		PROJ:	
	Principal Approval:	Victor Doty		
	Date of Approval:	2-2-16		



HENDERSON COUNTY HIGH SCHOOL
CAREER AND TECHNICAL EDUCATION DEPARTMENT

January 25, 2016

RE: out of district/overnight trip

Marganna Stanley,

Mrs. Stanley, the Family Consumer Science program is requesting permission for an overnight/out of district trip on March 28th – March 31st, 2016.

They will travel to Louisville, KY for the Star Event Competition & FCCLA State Leadership Conference. They will depart around 2:30pm the afternoon of March 28th, from HCHS and will be returning the afternoon of March 31st, around 3:30pm.

Participant names;
Kristen Hazelwood
Brianna Scott
Whitney Lamb

Advisor: Virginia Johnson

Thank you for your consideration.

Virginia Johnson
FCS Instructor, HCHS
virginia.johnson@henderson.kyschools.us

Principal Approval:

A handwritten signature in cursive script, reading "Victor Doty", is written over a horizontal line.

Henderson County Schools

1805 Second Street, Henderson, Kentucky 42420

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

Checklist:

- (Virginia)
- ☒ Sponsor/Coach Name Ginny Johnson Cell number 270-952-5119
 - ☒ Date of trip 3-27-16 expected departure time 2:00pm return time 3-31-16 3:00pm
 - ☒ Adequate Supervision (meets ratio criteria).
Please List Names of Chaperones Ginny Johnson (Virginia)
 - ☒ 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.
 - NA Notify school cafeteria manager of any lunch needs
 - ☒ Follow all Transportation Department guidelines for bus request. (SUV)
 - ☒ 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:

Virginia A. Jones
Signature of Person submitting form

Vito Dety
Signature of Principal/Designee

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

**2016 Kentucky FCCLA Meeting
Galt House
Louisville, KY
March 29-31, 2016**

Theme: "KY FCCLA Today!"

Monday March 28, 2016

4:00 PM	State Executive Council Meeting
7:00 PM	Registration

Tuesday March 29, 2016

7:30 AM- 8:30 PM	Registration
8:00 -10:00 AM	Star Event Judges Orientation
12:00-6:00 PM	Rehearsals for Executive Council
10:00AM-5:00 PM	STAR Event Competition
10:00AM-3:00 PM	State Officer Nominating Committee Orientation
11:30-4:30 PM	State Officers Candidates Round Robin Interviews
5:30-7:30 PM	Rehearsals, Regional Presidents and Officer Candidates On Stage Interviews
8:30- 10:30 PM	Opening General Session
10:35-11:15 PM	Regional Meetings
11:30 PM	Curfew

Wednesday March 30, 2016

8:00 AM- 6:00 PM	Registration
8:00 AM	Rehearsals for Honor Roll and Power of One
8:30 AM	Second General Session – Business Session
10:15 AM	Nominating Committee Meetings & Interviews
10:00 AM- Noon	Concurrent Sessions
11:45 AM	Lunch on own
1:15 PM	Breakout sessions
3:15 PM	Decade of Service Rehearsal
6:00 PM	Banquet
10:30 PM	KY FCCLA Today After show
11:30 PM	Curfew

Thursday March 31, 2016

7:30 AM	Rehearsal for Officer Installation
8:00 AM	Hotel Check Out
8:30 AM	Assembly of STAR Event & Sew Trendy Participants
9:00 AM- Noon	Closing Session STAR Events Recognition Session
11:45- 12:30 PM	National Meeting Delegates & STAR Participants
12:30-1:00PM	Meeting with 2016-2017 Officers
1:00-6:30 PM	Bus Loading



Trip ID#:

6723

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

Requested by:	Ginny Johnson (Virginia)		
Date Submitted:	1-19-16	School:	HCHS
Group:	FCCLA		
Funding Source for Trip Cost:	FCCLA		
Destination:	Galt House		
Purpose of Trip:	STAR EVENT Competition - FCCLA State Leadership Conference		
Date(s) of Trip:	Pickup 3-28-16 2:30pm March 29 - March 31, 2016		
	Departure Time (CST)	Arrival Time (CST)	
To the Event:	3-28-16 2:00 AM/PM	4:30	AM/PM
On Return Trip:	3-31-16 12:00 AM/PM	3:30	AM/PM
Street:	GALT HOUSE, 140 Nth 4th Street		
City, ST:	Louisville Ky	ZIP	40202
Number of Students	6	Number of Adults	1 Total: 7
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 (I'm the driver)
Emergency Contact Number of Sponsor:	(270) 952-5119		
Additional Requirements:			
Medical Needs:			
Employee Signature:	Virginia A. Johnson		

Office Use	ORG:		PROJ:	
	Principal Approval:	Vito Doty		
	Date of Approval:	1-19-16		