

# 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 Kristy Lancaster Cell number 731-415-5796
- ☒ Date of trip 9-9-16 expected departure time 3:30pm return time 9-10-16 / 4pm
- ☒ Adequate Supervision (meets ratio criteria)  
\* Please List Names of Chaperones \*
- ☒ All participants currently have no failing grades for the current 9 weeks
- ☒ All participants have no more than 5 or more missing or incomplete assignment
- ☒ All participants have less than 5 UE
- ☒ 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. \* taking Ag Truck \*
- ☒ 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 25 students - Jessica Spener & Kaitlyn Green
- ☐ Attach an itinerary
- ☒ Other specific needs:

Kristy Lancaster  
Signature of Person submitting form

Amanda Racer  
Signature of Principal/Designee

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



*taking a truck*

Trip ID#:

## Henderson County Schools

### Transportation Request for Extracurricular Trips

Requested by:	<i>Kristy Lancaster</i>		
Date Submitted:	<i>9-2-16</i>	School:	<i>HCHS</i>
Group:	<i>FFA</i>		
Funding Source for Trip Cost:	<i>FFA</i>		
Destination:	<i>Hardinsburg, Ky FFA Camp</i>		
Purpose of Trip:	<i>to attend regional officer training</i>		
Date(s) of Trip:			
	Departure Time (CST)	Arrival Time (CST)	
To the Event:	<i>3:30</i> AM / <input checked="" type="radio"/> PM	<i>5:00</i>	AM / <input checked="" type="radio"/> PM
On Return Trip:	AM / PM	AM / PM	
Street:	<i>111 FFA Camp Road</i>		
City, ST:	<i>Hardinsburg, Ky</i>	ZIP	
Number of Students	<i>2</i>	Number of Adults	<i>1</i> Total: <i>3</i>
Number of Vehicle(s) Required:	Bus <input type="checkbox"/>	SUV <input type="checkbox"/>	Car <input type="checkbox"/>
	Will you require a handicap-accessible bus?		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does the driver need to remain with group during the event?			<input checked="" type="checkbox"/> Yes No <input type="checkbox"/>
Emergency Contact Number of Sponsor:	<i>(731) 415-5796</i>		
Additional Requirements:			
Medical Needs:			
Employee Signature:	<i>Kristy Lancaster</i>		

*AG TRUCK*

Office Use	ORG:		PROJ:	
	Principal Approval:	<i>Amanda Hacer</i>		
	Date of Approval:	<i>9/6/16</i>		

## **Allee, Tina - HCH, Account Clerk I**

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**From:** Lancaster, Kristy - HCH, Agriculture  
**Sent:** Tuesday, September 6, 2016 7:44 AM  
**To:** Allee, Tina - HCH, Account Clerk I  
**Subject:** FW: Rising Sun Conference Information  
**Attachments:** Rising Sun Conference Release Form.doc

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**From:** Lancaster, Kristy - HCH, Agriculture  
**Sent:** Thursday, September 1, 2016 1:55 PM  
**To:** 'jessica.stoner13@icloud.com' <jessica.stoner13@icloud.com>  
**Subject:** FW: Rising Sun Conference Information

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**From:** Chaliff, Matt - Division of College and Career Readiness  
**Sent:** Thursday, September 1, 2016 11:46 AM  
**Subject:** Rising Sun Conference Information

Teachers- Please share this with students who are attending the Rising Sun Conference next weekend. Let me know if you have questions.

Thank you for registering to attend the first ever Kentucky FFA Rising Sun Conference! The State Officer Team has a great program planned and we look forward to an outstanding conference. Below are some details to help you plan.

The Rising Sun Conference will be held at the Kentucky FFA Leadership Training Center on September 9-10. The Center address is 111 FFA Camp Road, Hardinsburg, KY 40143. Please group travel as much as possible due to limited parking!

Registration will begin at 5:00 p.m. (Central Time) in the lobby of the New Administration Building. Cottage assignments and conference materials will be distributed at registration. Invoices for registration were emailed to FFA Advisors in late August. If your chapter has not mailed a check already, please be prepared to pay when you register. Registration includes a snack for Friday night, breakfast Saturday morning, and a T-shirt.

**Please complete and bring the attached medical release form. This is required for your participation.**

The Conference will begin in the Auditorium at 6:00 p.m. Central Time. Please arrive early enough to register, move into your cabin, and be back in the auditorium by 6:00 p.m. **Supper is NOT provided so please eat before you arrive.**

Dress for the Rising Sun Conference is casual. You do NOT need Official Dress. There will be some recreation time on Friday night so pack accordingly.

Please pack as you would for FFA Camp. This would include:

- Bedding- sheets, blanket, pillow, etc.
- Towel and wash cloth
- Toiletries

The Conference will conclude no later than 12:30 p.m. Central Time on Saturday, September 10. Please let me know if you have questions or need additional information.



***Matt Chaliff***

Agricultural Education Consultant/FFA Executive Secretary,  
Career and Technical Student Organization Branch  
Division of College and Career Readiness  
Office of Career and Technical Education

Kentucky Department of Education

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