



Trip ID#: 9344

# Henderson County Schools

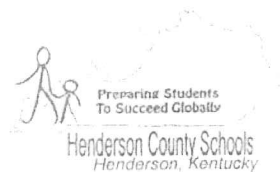
## Transportation Request for Extracurricular Trips

Requested by:	Danna Robinson		
Date Submitted:	2/10/18	School:	HCHS
Group:	FBLA		
Funding Source for Trip Cost:	FBLA		
Destination:	KWC		
Purpose of Trip:	Region 2 FBLA Competition		
Date(s) of Trip:	2/26/18 - 2/27/18		
	Departure Time (CST)	Arrival Time (CST)	
To the Event:	8:00 AM/PM	8:30 AM/PM	
On Return Trip:	5:00 AM/PM	5:30 AM/PM	
Street:	3000 Frederica St.		
City, ST:	Owensboro, KY	ZIP	42301
Number of Students	1	Number of Adults	1
Total:		2	
Number of Vehicle(s) Required:	Bus	SUV	X
	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) 860-0455		
Additional Requirements:			
Medical Needs:			
Employee Signature:	Jessica Grace		

Office Use	ORG:		PROJ:	
	Principal Approval:			
	Date of Approval:			

# 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 Danna Robinson Cell number 270-860-0455
- ☒ Date of trip 2/27/18 expected departure time 7:00 am return time 3:30 pm
- ☒ Adequate Supervision (meets ratio criteria)  
\* Please List Names of Chaperones\* Jessica Grace  
Jeanie Proffitt  
Danna Robinson
- ☒ 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:

Jessica Grace  
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.

# Board Request

Robinson, Danna - NMS/SMS/HCH, Business

Tue 2/13/2018 9:35 AM

To: Grace, Jessica - HCH, Business <jessica.grace@henderson.kyschools.us>;

On February 26, Hannah Watkins, the FBLA Region 2 Treasurer and Mrs. Danna Robinson, her FBLA Adviser, will be traveling to Owensboro, Kentucky to set up for the Region 2 Leadership Conference and Competitions. We will leave at 8:00 a.m. in the morning and meet the other Region 2 officers and their advisers at Kentucky Wesleyan College. We will work on signs, tally rooms, and the event for the entire day. We will stay overnight with the other officers and advisers to be prepared for the schools to arrive early the next morning. Tuesday, Mrs. Grace will arrive with the other Henderson County students that will be competing. We would like to ask permission from the Board of Education to take this trip. Thank you for your support.

On March 5, HCHS FBLA has the opportunity to run students for FBLA Region 1 Offices. Mrs. Danna Robinson will be escorting Hannah Watkins, Alex Wheeler, Jada Hamby, Cassidy Coomes, Marisa Littrell, and Landon Littrell to Murray State University. We will be leaving at 7:00 in the morning, attending the event, and arriving back after the closing ceremony that afternoon. We would like to ask permission from the Board of Education to take this trip.

Amanda Lacer  
2/15/18