

Henderson County Schools Transportation Department

5675 Airline Road  
Henderson, Ky 42420

Phone: (270) 831-5120  
Fax: (270) 831-5122

Mailing Address:  
ATTN: Transportation  
1805 Second St.  
Henderson, Ky 42420



**Overnight and Out of District School Bus Trip Guidelines**

During overnight school 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 should be followed: Elementary 10:1 Secondary 15:1
- Sponsors and coaches shall be trained annually to administer medication

**Checklist:**

Sponsor/Coach Name: Danna Robinson Cell Number: 2708600455

Date of Departure: 7-17-18 Time of Departure: 6:00 am

Date of Return: 7-19-18 Expected Time of Return: 4:45 pm

Adequate Supervision (meets ratio criteria)  
**\*\*Please List Names of Chaperones\*\*** Marilyn Dorsey, 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 trips  
**\*\*All requests must be in the trip system at least five days prior to the date of departure\*\***

Understand any student's medication needs and/or medical conditions  
**\*\*Coaches must carry all player's physicals on any away and overnight trips\*\***

Attach a trip list of students to the principal/designee and a rider's list to the bus driver  
**\*\*Rider's list must contain all rider's names and an emergency contact name and number\*\***

Attach and itinerary

Other specific needs: \_\_\_\_\_  
Danna Robinson  
Signature of Person submitting form

Amanda Hacer  
Signature of Principal/Designee

**This form must be submitted 10 days prior to the date of the trip to the principal or designee.**

**FBLA LEADERSHIP DEVELOPMENT CAMP  
REGISTRATION FORM  
(Due June 8, 2018)**

Chapter Name: Henderson County      Adviser: Danna Robinson  
 Maria Hamby  
 Adviser's Summer Email: danna.robinson@henderson.kysci      Adviser's Cell Phone: 2708600455

<b>OFFICER/ADVISER REGISTRATION</b>						
First Name	Last Name	Gender M or F	Office Held P, VP, S, T, R, H, Par, Adv	T-Shirt Size S, M, L, XL, 2XL, 3XL	Cost	
1 Danna	Robinson	F	Adv	2X	\$ 110.00	
2 Marilyn	Dorsey	F	Adv	XL	\$ 110.00	
3 Jaycee	Simpson	F	P	M	\$ 110.00	
4 Jada	Hamby	F	Par	S	\$ 110.00	
5 Cassidy	Coomes	F	VP	L	\$ 110.00	
6 Hayden	Krampe	M	VP	L	\$ 110.00	
7 Marisa	Littrell	F	H	XL	\$ 110.00	
8 Landon	Littrell	M	H	L	\$ 110.00	
9 Morgan	Lewis	F	R	M	\$ 110.00	
10						
11						
12						
13						
14						
15						

Additional Fee for 2XL or 3XL tshirts  
**Total Cost \$ 990.00**

**REGIONAL/STATE OFFICER REGISTRATION**

	First Name	Last Name	Gender M or F	Regional or State Office Held P, VP, S, T, R, H, Par	T-Shirt Size S, M, L, XL, 2XL, 3XL	Cost
1	Hannah	Watkins	F	T	M	\$ -
2	Alex	Wheeler	M	S	M	\$ -
3						\$ -
4						\$ -

<b>ADVISER PREFERENCE</b>	Event Coordinator (Recreation) _____
	Team Leader _____

**FEES WILL NOT BE REFUNDED, BUT SUBSTITUTIONS CAN BE MADE.**

\*\*\*Do not include the fee for regional or state officer, but please list them on this form.

You may purchase additional shirts for a cost of \$12 each.

Please add an additional \$2 for each 2XL or 3XL shirts



Trip ID#: 7722

# Henderson County Schools

## Transportation Request for Extracurricular Trips

Requested by:		Danna Robinson / Marilyn Dorsey	
Date Submitted:	5-22-18	School:	HCHS
Group:	FBIA		
Funding Source for Trip Cost:	Perkins		
Destination:	FBIA Leadership Camp, Lake Cumberland		
Purpose of Trip:	FBIA Leadership Camp Nancy, Ky		
Date(s) of Trip:	July 17-19, 2018		
	Departure Time (CST)		Arrival Time (CST)
To the Event:	6:00	AM / PM	11:00 AM / PM
On Return Trip:	12:45	AM / PM	4:45 AM / PM
Street:	17500 Ky 196		
City, ST:	Nancy Ky	ZIP	42544
Number of Students	9	Number of Adults	2 Total: 11
Number of Vehicle(s) Required:	Bus	SUV	2 <del>car</del> 2 SUVs
	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) 2519-0213		
Additional Requirements:			
Medical Needs:			
Employee Signature:	Danna Robinson / Marilyn Dorsey		

Office Use	ORG:		PROJ:	
	Principal Approval:	Amanda Lacer		
	Date of Approval:	5/29/18		

# Henderson County Schools

1805 Second Street, Henderson, Kentucky 42420  
(270) 831-5000 Fax: (270) 831-5009  
www.henderson.kyschools.us



June 4, 2018

## Over Night Trip Request

The Henderson County Jr. Chef Team recently won regional competition and will advance to state competition in August. The team consisting of five team members from Henderson County High School Culinary Arts division under the direction of Coaches Mrs. Ginny Johnson and Mrs. Charlotte Baumgartner will travel to the Kentucky State Fair on August 21<sup>st</sup> for a tour of Sullivan University. On August 22<sup>nd</sup>, the Jr. Chef Team will compete against Western (Jefferson Co) at 9am.

The team will continue to have an overnight stay on the 22<sup>nd</sup> and then again on the 23<sup>rd</sup> depending on the outcome of the competition each day.

Thank you in advance for approving the overnight travel for this amazing group of young chefs.

Charlotte Baumgartner