

# 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: Erin Williams Cell Number: (270) 869-7826

\_\_\_ Date of Departure: July 28<sup>th</sup> Time of Departure: 8:00 pm

\_\_\_ Date of Return: August 1<sup>st</sup> Expected Time of Return: 9:00 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 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: \_\_\_\_\_

Erin Williams  
Signature of Person submitting form

[Signature]  
Signature of Principal/Designee

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

**Destination:** Laketown Wharf Resort, Panama City Beach, FL

**Date of departure:** July 27<sup>th</sup> at 8:00 pm

**Date and time of return:** August 1<sup>st</sup> at 9:00 pm

For UCA Summer Beach Camp to learn fundamentals of cheerleading and to get UCA Qualified.

1. Aimee Travis
2. Ashely Wolfe
3. Ashley Morris
4. Ava Pruitt
5. Bailey Newman
6. Bella Marshall
7. Brooke Bugg
8. Cadence Woolfork
9. Chelsi Majors
10. Cydnee McLevain
11. Ella McGrew
12. Hayden Tichenor
13. Isabelle Thurmond
14. Ivy Greenwell
15. Jada Roland
16. Jada Townsend
17. Jaylea Clement
18. Josel Grossman
19. Kaitlyn Dobbs
20. Kayley Stone
21. Lauren Terhune
22. Leah Newman
23. Lily Sinnett
24. Madelyn Montgomery
25. Maggie Moore
26. Malia Baker
27. Mya Dossett
28. Olivia Duncan
29. Sadie Hargis
30. Tori Allinder
31. Whitney Haynes
32. Ern Williams-Coach
33. Cindy Williams-Coach
34. Abby Ledang-Coach



Trip ID#: 1306

# Henderson County Schools

## Transportation Request for Extracurricular Trips

Requested by:	Krishy Lancaster		
Date Submitted:	May 14, 2019	School:	HCHS
Group:	FFA		
Funding Source for Trip Cost:	FFH		
Destination:	Lexington, Ky - Hyatt Regency		
Purpose of Trip:	To compete in state parliamentary procedure and ag sales contests.		
Date(s) of Trip:	June 10-13		
	Departure Time (CST)	Arrival Time (CST)	
To the Event:	11:00 AM/PM	2:00	AM/PM
On Return Trip:	11:00 AM/PM	2:00	AM/PM
Street:	401 High Street		
City, ST:	Lexington, Ky	ZIP	40507
Number of Students		Number of Adults	Total:
Number of Vehicle(s) Required:	Bus	SUV	2 Car
	Will you require a handicap-accessible bus?		<del>Yes</del> No
Does the driver need to remain with group during the event?			Yes No
Emergency Contact Number of Sponsor:		(731) 415-5796	
Additional Requirements:			
Medical Needs:			
Employee Signature:		Krishy Lancaster	

Office Use	ORG:		PROJ:	
	Principal Approval:	Amanda Lacer		
	Date of Approval:	5/14/19		

May 14, 2019

Dear Henderson County Board of Education:

The Henderson County FFA is seeking approval to attend the following overnight events.

June 10-13 State FFA Convention in Lexington, KY

We will be competing in the State Parliamentary Procedure Contest, State Ag Sales Contest, and students will be awarded their state degrees. We will be taking 12 students. The convention is held at the Hyatt Regency.

July 15-19 Kentucky FFA Leadership Training Center in Hardinsburg, KY

We will be taking 20 members of our FFA Executive team to attend the Kentucky FFA Leadership Training Center to attend leadership sessions to prepare them for their year of service as a member of the FFA Executive Team.

October 29- November 1<sup>st</sup> National FFA Convention in Indianapolis, IN

We will be taking 20 students to attend the National FFA Convention. Students will be able to attend the largest career expo held for high school students, attend leadership workshops and go on educational tours.

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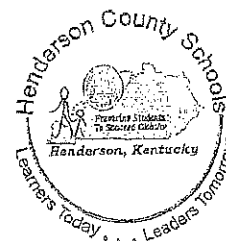
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- All sponsors and head coaches should ride on the bus with the team/students.
- Student:Adult ratios should be followed: Elementary 10:1 Secondary 15:1
- Sponsors and coaches shall be trained annually to administer medication

### Checklist:

\_\_\_ Sponsor/Coach Name: Kristy Lancaster Cell Number: 731-415-5796

\_\_\_ Date of Departure: 6-14-19 Time of Departure: 11:00 AM

\_\_\_ Date of Return: 6-13-19 Expected Time of Return: 2:00 PM

\_\_\_ Adequate Supervision (meets ratio criteria)

**\*\*Please List Names of Chaperones\*\*** Kristy Lancaster, Hannah Clifton

\_\_\_ 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 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: \_\_\_\_\_

Kristy Lancaster  
Signature of Person submitting form

Amanda Lacer  
Signature of Principal/Designee

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

## **Kentucky FFA State Convention Schedule 2019**

### **Monday, June 10**

- 8:30 a.m. Food Science CDE Registration- UK Garrigus Building
- 9:00 a.m. Nominating Committee Meeting
- 9:15 a.m. State Officer Candidates Meeting
- 1:00 p.m. Agriculture Communications CDE- UK
- 1:30 p.m. Milk Quality & Products CDE Registration- UK Garrigus Building
- 2:00 p.m. Middle School Contests
- 2:00 p.m. FFA Day of Service (pre-registration required)
- 4:00 p.m. National Chapter Rating & Star Degree Evaluation Committee Meetings
- 6:30 p.m. Talent Rehearsal- Rupp Arena Lobby
- All Day Pre-Convention Tours- Optional

### **Tuesday, June 11**

- 9:30 a.m. Judges Brunch
- 10:00 a.m. Chapter Meeting Exam
- 11:00 a.m. Speaking Contests, Conduct of Chapter Meetings, AIC, Talent & Farm Mgt.
- 11:00 a.m. Leadership Workshop
- 1:00 p.m. Leadership Workshops
- 2:00 p.m. Delegate Committee Meetings
- 2:00 p.m. Record Keeping
- 3:30 p.m. Opening Session
  - Convention Challenge
  - Chartering of New Chapters
  - Middle School Awards
  - Keynote Address

**Tuesday, June 11 (continued)**

5:30 p.m. Past State Officer Dinner

7:30 p.m. Second Convention Session

State Officer Report- Trevor Sweet and Johnathon Howe

Keynote Address- Ridge Hughbanks, National FFA Central Region VP

Chapter Rating and Chapter Contest Awards

9:30 p.m. Concert

**Wednesday, June 12**

7:30 a.m. Officers and Advisors Breakfast

7:30 a.m. Registration & Set Up For Agriscience Fair

8:30 a.m. Employment Skills LDE

8:30 a.m. Parliamentary Procedure Preliminary Rounds

9:00 a.m. Delegate Business Session

11:00 a.m. Leadership Workshops

11:00 a.m. Agricultural Sales CDE

11:45 a.m. Judges Luncheon

1:00 p.m. Leadership Workshops

1:00 p.m. Ag. Issues, Marketing Plan, KDA Farmers Market Contest

Star Interviews

1:00 p.m. Agriscience Fair Awards

1:30 p.m. Parliamentary Procedure Finals

2:30 p.m. Third Convention Session

Ag Teachers Change Lives

Agriscience Fair Awards

Honorary Degree Ceremony

Retiring Address- State Vice President, Chase Cocanougher

Awards Program- part 1

**Wednesday, June 12 (continued)**

5:30 p.m.      Foundation Sponsors Dinner

8:00 p.m.      Fourth Convention Session

Greetings- Warren Beeler, Governor's Office of Agriculture Policy

Recognition of Sponsors

Distinguished Service Awards

State and National Awards Program

10:30 p.m.      FFA Dance

**Thursday, June 13**

7:00 a.m.      Star Breakfast

9:00 a.m.      Fifth Convention Session

Retiring Address- State President, Joy Pidgorodetska

Star Program

State Degree Program

Election and Installation of New State Officers

11:30 a.m.      Luncheon for Old and New Officers

2:00 p.m.      Meeting with New Officers

Post-Convention Tours (optional)



**Kentucky Association FFA  
90th Annual State Convention Registration  
June 11-13, 2019 Lexington, Kentucky**

**Chapter:** Henderson County FFA

**Advisor(s):** Kristy Lancaster, Hannah Clifton

**Members Attending (please list below)**

**Kate McIndoo**

**Zach Phelps**

**Noah Wilkerson**

**Hunter Book**

**Jenna Byrd**

**Emily Marsh**

**Maddie Blanford**

**Janae Bailey**

**Weston Melton**

**Alyssa Vandiver**

**Olivia Lacer**

**Brianna Payne**

**Salle Stovall**



Trip ID#:

01307

## Henderson County Schools

## Transportation Request for Extracurricular Trips

Requested by:	Kristy Lancaster		
Date Submitted:	5-13-19	School:	HCHS
Group:	FFA		
Funding Source for Trip Cost:	FFA		
Destination:	Hardinsburg, Ky FFA Camp		
Purpose of Trip:	To attend the Ky FFA Leadership Training Center.		
Date(s) of Trip:	7-15-19 → 7-19-19		
	Departure Time (CST)	Arrival Time (CST)	
To the Event:	8:00 AM/PM	10:00 AM/PM	
On Return Trip:	10:00 AM/PM	11:30 AM/PM	
Street:	111 FFA Camp Road		
City, ST:	Hardinsburg, Ky	ZIP	40143
Number of Students	19	Number of Adults	1 Total:
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:	(731) 415-5796		
Additional Requirements:			
Medical Needs:			
Employee Signature:	Kristy Lancaster		

Office Use	ORG:		PROJ:	
	Principal Approval:	Amanda Kacer		
	Date of Approval:	5/14/19		

Sophie Krampe

Hunter Book

Weston Melton

Janae Bailey

Claire Boeglin

Allysa Beard

Emily Hargiss

Max Baker

Meredith Denton

John Boeglin

Taylor Chambers

Nate Coomes

Madison Baker

Maia Jones

Sydney Simpson

Kayden Walker

### Canteen

The canteen will be open only at specified times. Snacks, ice cream, soft drinks, power drinks, Center T-shirts, drawstring bags, water bottles, etc., will be available in the canteen.

### Daily Schedule

<u>Morning</u>	<u>Afternoon</u>
6:00 - Wake Up	1:00- 2nd Special Interest Class
6:15 - Swimming	2:00 - Athletic Group Meetings
7:00 - BREAKFAST	2:15 - 1st Period Athletics
7:30 - Cabin Clean-up	3:45 - 2nd Athletic Period
7:45 - Flag Raising	5:00 - SUPPER
8:00- Officer's Class	6:15 - Flag Lowering
9:00- Chapter Time	6:30 - Night Program
11:00 - 1st Special Interest Class	7:30 - Recreation
12:00 - LUNCH	10:30 - Athletics & Canteen Close
	10:45 - Call to Quarters
	11:00 - ALL lights Out & Quiet

### Officer's Class

Presidents, Vice Presidents, Secretaries, Treasurers, Reporters, Sentinels, Auxiliary officers, and Committee Chairmen meet in their respective groups to discuss their duties and responsibilities. An Advisor will lead each group.

### Chapter Time

Chapter members will meet with their Advisor(s) to evaluate their Chapter Program of Activities. The Chapter should make definite plans for carrying out the Program of Activities. Special emphasis should be given to new Chapter activities as well as those activities that need improving.

Chapters will be asked to display a poster with some of their goals and a POA sheet with one new activity.

Chapters will be assigned a day to participate in the Ropes/Challenge Course activities during this period.

### Special Interest Classes

Special interest classes will be offered at 11:00am and 1:00pm. A member elects two (2) special interest classes (one each period) and should be ready to confirm their choices at registration. Because of limited class size one may not get the class requested. Classes are filled on a first-come-first-serve basis until classes are capped. The current list of class offerings will be supplied to advisors with their registration packets.

### Athletic Groups

Program participants in attendance each week will be divided into athletic groups. Each group will select its own teams for the various events. An Advisor will be assigned to each group or activity.

The athletic group events begin Monday afternoon and concludes Thursday night. The daily athletic group events shall consist of two 90 minute sessions. Program participants will alternate competing on the fields while the other half uses the swimming pool. Some competition may be played under the lights after the night program.

Representatives from each of the groups will play organized games in various sports. Competition will be set up with a point value and at the end of the week the winning group will be given recognition.

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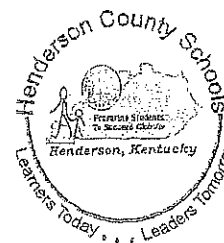
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\_\_\_ Date of Return: 7-19-19 Expected Time of Return: 11:00 am

\_\_\_ Adequate Supervision (meets ratio criteria)

**\*\*Please List Names of Chaperones\*\*** Kristy Lancaster, James Payne

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Kristy Lancaster  
Signature of Person submitting form

Amanda Lacer  
Signature of Principal/Designee

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