



Trip ID#:

01312

Henderson County Schools

Transportation Request for Extracurricular Trips

Requested by:	Jessica Graw		
Date Submitted:	5/13/18	School:	HCHS
Group:	FBLA		
Funding Source for Trip Cost:	FBLA		
Destination:	Nancy, Ky - Lake Cumberland Ed. Center		
Purpose of Trip:	FBLA Leadership Development Camp		
Date(s) of Trip:	July 16-18, 2019		
	Departure Time (CST)	Arrival Time (CST)	
To the Event:	8:00 AM / PM	1:00 AM / PM	
On Return Trip:	2:00 AM / PM	7:00 AM / PM	
Street:	17500 KY 196		
City, ST:	Nancy, KY 42544	ZIP	
Number of Students	6	Number of Adults	1
Total:		7	
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) 577-0337		
Additional Requirements:			
Medical Needs:			
Employee Signature:	Jessica Graw		

Office Use	ORG:		PROJ:	
	Principal Approval:	Amanda Lacer		
	Date of Approval:	5/18/19		

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: Jessica Grace Cell Number: 270-577-0337

☒ Date of Departure: July 16 Time of Departure: 8:00am

☒ Date of Return: July 18 Expected Time of Return: 7:00pm

☒ 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: _____

Signature of Person submitting form

Amanda Larr
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 May 10, 2019)**

Chapter Name: **Henderson Count High School**

Adviser: **Jessica Grace**

Adviser's Summer Email: jessica.grace@henderson.kyschools.us

Adviser's Cell Phone: **2705770337**

OFFICER/ADVISER REGISTRATION

	First Name	Last Name	Gender M or F	P, VP, S, T, R, H, Par, Adv	Office Held	T-Shirt Size S, M, L, XL, 2XL, 3XL	Cost
1	Jessica	Grace	F	Adv		XL	\$ 115.00
2	Alex	Griffin	M	S		2XL	\$ 115.00
3	Jada	Hamby	F	VP		S	\$ 115.00
4	Lauren	Vick	F	H		S	\$ 115.00
5	Madeleine	Johnson	F	R		S	\$ 115.00
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

Additional Fee for 2XL or 3XL tshirts \$ 2.00
Total Cost \$ 550.00

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

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	Dylon	Moore	M	Par	M	\$ -
2	Marisa	Littrell	F	S	XL	\$ -
3						\$ -
4						\$ -

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

ADVISER DUTY PREFERENCE

Event Coordinator
Team Leader
Officer Class Teacher

Extra Shirt Orders	Quantity	Price
Small	0	\$ -
Medium	0	\$ -
Large	0	\$ -
XL	1	\$ 12.00
2X	1	\$ 14.00
3X	0	\$ -

2019 FBLA LEADERSHIP DEVELOPMENT CAMP

FOR LOCAL, REGIONAL, AND STATE OFFICERS

Lake Cumberland 4-H Camp Recreation Center
17500 KY 196
Nancy, KY 42544

July 16-18, 2019

REGISTRATION MUST BE EMAILED
AND PAYMENT MUST ALSO BE POSTMARKED BY
May 10, 2019

Cost: \$115.00 per person which includes a T-Shirt

E-Mail registration form to sheena.searcy@simpson.kyschools.us

Mail the check made payable to Kentucky FBLA to:

Brenda Colvin
1256 Dugan Way
Bloomfield, KY 40008

REGISTRATION:	Tuesday, 12:45 – 2:00 p.m. (Eastern Time Zone)
ADVISER MEETING:	1:45 P.M. (Eastern Time Zone)
OPENING SESSION:	2:30 P.M. (Eastern Time Zone)
CLOSING SESSION:	Concluded approximately 11:45 a.m. (Eastern Time Zone)

TO: All FBLA Chapters

FROM: Connie Witt, FBLA State Adviser
Debbie Barnett, Adviser to State Officers
Sheena Searcy, Co-Camp Director
Korbin Florer, Co-Camp Director
Ramona Bellew, Co-Camp Director

A week of learning, fun, and recreation await your chapter members this summer when they attend FBLA Leadership Development Camp at our new location at the Lake Cumberland 4-H Educational Center, Nancy, Kentucky. The Camp program includes officer training in handling the responsibilities of each FBLA office, parliamentary procedure, working with committees, public speaking, and other leadership topics. In addition to the learning, fun is provided through other entertainment and recreation activities. Advisers have the opportunity to learn more about FBLA and what is working best for other chapters. Attending FBLA camp is the best thing that can happen to your FBLA chapter.

Please read the attached Information Sheet carefully. If there are further questions, email or call. **Remember, there will be no refunds.**

Registration (emailed & payment postmarked) for camp must be completed by May 10, 2019.

The \$115 registration fee includes meals, lodging, a T-shirt, and the cost of conference operation. This year's camp location provides all linens as well as soap and shampoo. Please make checks payable to Kentucky FBLA. We hope to see you and your students at camp!

SUPPLIES AND MATERIALS NEEDED

Each person should bring:

- Personal care items such as toothpaste, tooth brush, deodorant, sunscreen, etc.
- Clothing and shoes for recreation
- Casual clothing for camp, including sweater or jacket
- Paper and pencils for taking notes

Other items that you might want to bring:

- Extra money for use at vending machines.
- Cameras, especially Historians and Reporters

DO NOT bring large sums of money, valuable jewelry, anything expensive, etc. The Center and/or Staff are not responsible for lost or damaged property.

FBLA LEADERSHIP DEVELOPMENT CAMP

GENERAL CAMP INFORMATION SHEET

1. The primary purpose of FBLA Leadership Development Camp is to provide officer training for local, regional, and state officers. The program includes officer responsibilities, parliamentary procedure, working with committees, public speaking, and other leadership and motivational activities. There is also a recreational program providing opportunities for the athlete and non-athlete.
2. **Members must have an adviser from their own chapter.** Children of advisers may not attend camp unless they are active members/officers of FBLA.
3. If local officers will not be elected in the spring, interested local members may attend. You should assign an office to each member in attendance, so they can attend the sessions for that particular office.
4. **No camp fees will be refunded.** If a local officer is unable to attend, another officer may be substituted. **Please inform Sheena Searcy of any changes or substitutions.**
5. Discuss all camp rules and regulations with prospective campers before requesting reservations. **Bring only those students who will willingly abide by the regulations and who will participate in the total camp program.**
6. ***Regional and State Officers are required to attend Leadership Development Camp. Those who do not attend will be replaced.***
7. Advisers are to arrange transportation for the group. **Members are NOT to drive or bring cars to camp.**
8. A Medical Release/Parent Permission Form must be completed by all members and advisers; advisers must complete the medical information requested on the form. A copy of the form is attached. **BRING THESE FORMS TO CAMP, ALPHABETIZED IN A FOLDER LABELED WITH THE SCHOOL NAME; TURN THEM IN AT REGISTRATION.**
9. A recreation program is an integral part of the camp program. Members should bring appropriate clothing, shoes. There will be no swimming activities this year, but some potential activities involving water may be planned. Swimsuit under shorts may be worn; however, females must wear a one-piece.
10. Attire for all camp activities is casual. Jeans, shorts, sweats, swimsuits (one piece), jackets, athletic shoes, etc., are recommended attire. There will be no occasion for "business" attire.
11. Smoking and smokeless tobacco are prohibited everywhere. The *Center* further expects advisers to enforce tobacco use policies.
12. All advisers will be expected to remain at the Educational Center during the entire camp. Bring everything you need because there is nothing close by.
13. Advisers will be assigned specific responsibilities while at the Center and are expected to attend classes and meetings for advisers, as well as all General Sessions.
14. Room assignments may combine chapters when necessary to fill rooms. Advisers will be assigned to these rooms.

FBLA LEADERSHIP DEVELOPMENT CAMP
Lake Cumberland Educational Center
Nancy, Kentucky

CAMP RULES

1. No one, advisers or students, will be permitted to leave camp except for emergency reasons.
2. There will be no alcohol or drugs used or possessed by any student or adviser. Non-compliance will result in the individual being sent home with notification of superintendent, principal, parents, and other officials. It may also result in revocation of a chapter's charter.
3. Students must be dressed appropriately in the dining hall; this includes wearing shirts and shoes, and excludes caps and hats. Inappropriate t-shirts and others of the same type are prohibited.
4. Only one-piece swimsuits or t-shirt covered suits are allowed.
5. Rooms and grounds must be kept clean. The center provides daily housekeeping (hotel style) each day.
6. Educational Center rules for food and drinks in meeting areas must be followed.
7. All chaperones must be advisers or other approved school district employees.