

Henderson County Schools



1805 Second Street, Henderson, Kentucky 42420

(270) 831-5000 Fax: (270) 831-5009

www.henderson.kyschools.us

To: Lisa Baird, Kirk Haynes, Wesley Smith, Michael Waller and Tracey Williams

From: Marganna Stanley

Date: February 18, 2020

Re: Student Overnight Trip Requests

I am requesting the Board's approval of the attached student overnight trip requests. A summary of the trips is listed below. Thank you.

- Retroactive approval for HCHS Honor Band students to attend the University of Kentucky High School Honor Band Weekend, Opus 23, January 31 - February 2, 2020 in Lexington, KY;
- HCHS Y-Club to travel to Louisville, KY for KUNA March 15-17, 2020;
- HCHS FCCLA to participate in Culinary Arts and Food Innovations Star Events at the FCCLA State Conference in Louisville, KY March 23-27, 2020;
- HCHS Softball Team to participate in softball tournament in Murray, KY April 10-11, 2020;
- HCHS Softball Team to participate in softball tournament in Bowling Green, KY May 8-9, 2020;
- HCHS DECA to compete at the DECA State Career Development Conference (SCDC) March 1-3, 2020 at the Galt House in Louisville, KY;
- HCHS DECA to possibly compete at the DECA International Career Development Conference (ICDC) April 28-May 3, 2020 in Nashville, TN; and
- HCHS FBLA students to travel to Murray, KY March 3-9, 2020 to participate in the Region 1 Spring Competition.

Newton, Robin - BOE, Executive Assistant to the Superintendent

From: Garrott, Paula - HCH, Account Clerk I
Sent: Friday, January 17, 2020 7:23 AM
To: Newton, Robin - BOE, Executive Assistant to the Superintendent
Subject: HCHS UK Honor Band Overnight Trip Request
Attachments: Scan0344.pdf

Hi Robin,

Please find attached an overnight trip request for HCHS Honor Band Students.

Have a blessed day ☺

Paula Garrott

Account Clerk

Online Payment Coordinator

HCHS

Ph: 270-831-8897 Ext. 21150

Paula.Garrott@henderson.kyschools.us

Henderson County Schools Transportation Department

5675 Airline Road

Henderson, Ky 42420

Phone: (270) 831-5120

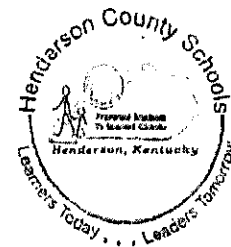
Fax: (270) 831-5122

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: Cinnier Kinnman Cell Number: (859) 462-3420

✓ Date of Departure: 1/31 Time of Departure: 12 pm

✓ Date of Return: 2/2 Expected Time of Return: 5 pm

✓ Adequate Supervision (meets ratio criteria)

****Please List Names of Chaperones****

✓ Obtain parent/guardian permission forms Cinnier Kinnman Vanessa Lee

✓ ****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]
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.

**University of Kentucky
High School Honor Band Weekend, Opus 23
February 1-3, 2019**

Friday, February 1st

6:15-6:45 pm

Registration, Singletary Center for the Arts, corner of Patterson Drive & Rose Street,
405 Rose Street, Lexington, KY 40506 *Still Lost?* Call 859.257.2263

7:00-9:30 pm

**Full Band Rehearsal
Honors Wind Ensemble (SCFA-CH)
9/10 Honors Concert Band (SCFA-RR)**

Saturday, February 2nd

9:00-11:30 am

Full Band Rehearsal, SCFA-CH & SCFA-RR

10:00-11:00 am

UK Information Workshop for Parents @ SCFA-PR

11:30-12:00 noon

Lunch provided for students

12:15-1:15 pm

Canadian Brass Session in Recital Hall

1:30-3:15 pm

Master-classes with UK Faculty
Flutes **Room 106**
Oboes **Room 2**
Bassoons **Bassoon Studio**
Clarinets **SCFA-RH**
Saxophones **Room 17**
Trumpets **Room 22**
Horns **Room 6**
Trombones **Room 107**
Tubas/Euphs **SCFA-RR**
Percussion **SCFA-CH**

1:30-3:00 pm

Director's Clinic @ SCFA-PR, with Allan McMurray & Joel Denton

3:30-5:15 pm

Full Band rehearsal, SCFA-CH & SCFA-RR

5:30-7:15 pm

Dinner (not provided) UK/TBS/KKPSI band members will serve as hosts for high school students

7:30-9:00 pm

Attend the Canadian Brass & UK Wind Symphony concert SCFA-CH

9:00-9:30 pm

Attend Concert Reception in the SCFA-PR

Sunday, February 3rd

9:00am-12:00 pm

Full Band Rehearsal, SCFA-CH & SCFA-RR

11:00-12:00 noon

Honors WE & UKWS @ SCFA-CH

12:00-1:30pm

Lunch (on your own)

1:30 pm

Call Time @ SCFA-CH

2:00-4:00 pm

Concert @ SCFA-CH
Concert Dress is Black & White

Students attending UK Honor Band Jan. 31-Feb.2nd, 2020

Anna Kidd

Abbie Myers

Carrie Hayes

Ally Baxter

Caroline Galbraith

Austin Piper

Addie Stone

Timothy Galyan

Mason Bumgardner

Alysia Carter

Levi Simpson

Trace Denton

Timothy Tuma

University of Kentucky
High School Honor Band Weekend, Opus 23
February 1-3, 2019

**UK Honors Wind Ensemble/9-10 Honors Band
Rules & Regulations**

1. Students may not drive their vehicles to and from the hotel. Students who are staying in the hotel must use the UK Vans for transportation.
2. There is an 11:00 pm curfew for all students. This means the students must be in their own rooms.
3. Girls and boys are not allowed to visit each other's rooms or mingle in the hallways. However, they are allowed to visit in the lobby of the hotel. No outside visitors, including local participants are allowed to visit you at the hotel.
4. Students may walk to area stores, but must not walk alone and must remain in sight of the hotel.
5. Use of alcohol, tobacco, or drugs is prohibited.
6. Promptness and attendance is required at rehearsals and performances.
7. Students are expected to abide by the directions of all directors and the chaperones.

Our utmost concern is to ensure your safety while you visit our campus.

Newton, Robin - BOE, Executive Assistant to the Superintendent

From: Garrott, Paula - HCH, Account Clerk I
Sent: Friday, January 24, 2020 8:32 AM
To: Newton, Robin - BOE, Executive Assistant to the Superintendent
Subject: HCHS Y club
Attachments: Scan0348.pdf

Good Morning Robin,

Please find attached an overnight trip request for HCHS Y-Club to travel to Louisville for KUNA, March 15-17, 2020.

Have a blessed day/weekend ☺

Paula Garrott

Account Clerk

Online Payment Coordinator

HCHS

Ph: 270-831-8897 Ext. 21150

Paula.Garrott@henderson.kyschools.us

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

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- 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: Natalie Martin Cell Number: 270-844-3135
✓ Date of Departure: 3/15/20 Time of Departure: 8:00 AM / 8:30 AM
✓ Date of Return: 3/17/20 Expected Time of Return: 2:00 pm
2 Adequate Supervision (meets ratio criteria) Pick-up in Louisville @ 10:30 AM
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

no 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:

N. Martin
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.

Byrum	Jamaya
Cartwright	abigail
Chambers	Mar-Kera
Chester	Shadira
Dalton	Luke
Dalton	Ben
Dekemper	Claire
DeKemper	Aubrey
Forker	Will
Garrett	Callie
Givens	Kylie
Gold	Meredith
GraceAnn	Pruitt
Hagan	Candice
Herran	Hannah
Hibbs	Julianna
Hogan	Conner
Jackson	Sanaa
Johnson	Dylan
Jones	Marissa
Maish	Grace
Martin	Hannah
Martin	Ellie
Moore	Maggie
Overfield	Ralynn
Pullum	Kendall
Plummer	Delaney
Rice	Mabrey
Sauer	Bereckin
St.Pierre	Nora
Trotter	Anna
Vindhurst	Allie
May	Tyler
William	Aubrie



Who: Henderson County High School- YClub

What: KUNA- Kentucky United Nations Assembly

When: March 15-17 approximate departure Sun. 9 A.M. – returning Tues. 2ish

Where: Marriott Downtown 280 W. Jefferson St. Louis. KY 40202 502-627-5045

Why: Representing HCHS for international activities- global village (portraying and representing the countries) media corp., & delegates

DEADLINES & Money due dates: Checks payable to Henderson Co. H.S.

Total cost: \$260 extra monies needed- 2- lunches, 1-dinner, 1- breakfast, & \$10 pizza available nightly (optional)

(please contact Mrs. Natalie Martin or Mr. Dempsey to discuss any financial concerns)

Financial Assistance Deadline: - forms are available on YMCA website Feb. 6 deadline (if you reserved financial money for KYA you don't have to reapply)

Registration Deadline: - Feb. 14 forms are available on YMCA website **Payment Options-**

4 payments- due weeks of 1/18, 1/22, 2/5, 2/11= \$65 bi-weekly

2 payments- due weeks of 1/23 & 2/11= \$130 monthly

ALL MONIES DUE *******FEBRUARY 14th*******

If you or family/friends have artifacts, clothing, etc. from Asia or similar countries, will you please share it, and it will be returned.

Weekly Meetings Tues. in G103 if you have any questions or concerns.

Behavior requirements must meet school and district guidelines. If any policy is broken, parents are responsible for picking up their child in Louisville and consequences will be determined by HCHS administration.

THANK YOU,

Mrs. Natalie Martin 270-844-3135 & Mr. Ben Dempsey

Newton, Robin - BOE, Executive Assistant to the Superintendent

From: Garrott, Paula - HCH, Account Clerk I
Sent: Thursday, February 6, 2020 9:22 AM
To: Newton, Robin - BOE, Executive Assistant to the Superintendent
Subject: Overnight request for HCHS FCCLA to Louisville March 23-27, 2020
Attachments: Scan0356.pdf

Good Morning Robin,

Please find attached an overnight trip request for Ginny Johnson to take 5 students to participate in the Culinary Arts and Food Innovations Star Events at the FCCLA State Conference in Louisville.

Have a blessed day ☺

Paula Garrott

Account Clerk

Online Payment Coordinator

HCHS

Ph: 270-831-8897 Ext. 21150

Paula.Garrott@henderson.kyschools.us

Henderson County Schools Transportation Department

5675 Airline Road

Henderson, Ky 42420

Phone: (270) 831-5120

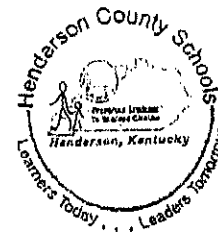
Fax: (270) 831-5122

Mailing Address:

ATTN: Transportation

1805 Second St.

Henderson, Ky 42420



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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: Gunny Johnson Cell Number: 270-952-5119

✓ Date of Departure: 3/23/20 Time of Departure: 3:30 pm

_____ Date of Return: 3/27/20 Expected Time of Return: 4:30 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****

~~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: _____

Gunny Johnson
Signature of Person submitting form

Amanda [Signature]
Signature of Principal/Designee

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

Henderson County High School
2424 Zion Road
Henderson, Ky. 42420
(270)831-8800
Tommy Ransom, Principal
tommy.ransom@henderson.kyschools.us



Henderson County High School 3/30/18

1/27/20

Dear Henderson County Board of Education,

HCCHS FCCLA will be taking a team of 5 students to participate in Culinary Arts and Food Innovations Star Events at our FCCLA State Conference in Louisville Kentucky. The date the teams will be leaving along with FCCLA adviser Ginny Johnson, is March 23rd at 3:30 p.m. and will return on March 27th around 4:30 p.m. Hotel arrangements have been made at the Galt House in Louisville where the events and meetings will take place. The following students will be participating:

DeAsia Clements

Anayjah Courtney

Kiyla Courtney

Margaret Mathews

Vanessa Seaver

Thank you so much!

Ginny Johnson

Ginny Johnson, FACS Teacher
FCCLA Advisor
Building a Better Graduate!
Henderson County High School
2424 Zion Road
Henderson, Ky 42420
Ph. (270)831-8800 ext. 23302
Cell: (270)952-5119

Ms. Ginny Johnson, FCS Teacher, 270-831-8800 ext. 23302
virginia.johnson@henderson.kyschools.us

2020 Kentucky FCCLA Meeting "Be the Change KY FCCLA"
Galt House, Louisville, KY
March 25-27, 2020
Tentative Schedule

Tuesday March 24, 2020

1:00 PM	Culinary STAR Event Competition
1:00 PM	State Executive Council Meeting/ Rehearsals
9:00 PM	Test Given: State and National Officer Candidates

Wednesday March 25, 2020

7:30 AM-9:00 PM	Registration
8:00 AM	STAR Event Lead & Assistant Leads Meet
8:30 AM	STAR Event Judges Orientation
9:00 AM	Test Given: Parliamentary Procedures Teams & Applied Math for Culinary
10:00 AM-5:00 PM	STAR Event Competition
1:00- 5:00PM	Time Capsule Exhibit
10:30- 5:00 PM	Nominating Committee Meeting
11:30-5:00pm	Officer Candidates Luncheon & Round Robin
3:00-5:00PM	Cup Cake Wars
4:15-5:00 PM	Rehearsals Officer Candidates, Regional Presidents
5:15-6:00	Officer Candidate Speeches and Onstage question
7:15- 10:00 PM	Opening General Session- Parade of Leaders
10:15-11:15 PM	Regional Meetings
11:30 PM	Curfew

Thursday March 26, 2020

8:00 AM- 3:00 PM	Registration
8:00 - 8:45 AM	Say Yes to FCS Ceremony
9:00 -10:30AM	Business Session Power of One/Degrees Recognition
10:30AM- 12:15 PM	Concurrent Sessions/ Exhibits
1:15 PM- 3:00 PM	Concurrent Session
12:30 -3:00PM	Nominating Committee Meetings & Interviews
4:45 PM	Decade of Service / Scholarship Rehearsal
6:15 PM	Guest Assembly & Banquet- included with registration
10:00 PM	Annual Celebration
11:30 PM	Curfew

Friday March 27, 2020

8:00 AM	2019-20 and 2020-21 Officers & Advisers- BACK Stage
8:30 AM	Rehearsal for Officer Installation
9:00-11:30AM	STAR Event Line up for Participants
11:45 AM	STAR Events Recognition & Closing Session
12:30 PM	Meeting with National Meeting Delegates
1:00-3:00PM	Meeting 2020-2021 Officers & Advisers
1:00-3:00PM	Bus Loading



Trip ID#: 02105

Henderson County Schools

Transportation Request for Extracurricular Trips

Requested by:	Ginny Johnson		
Date Submitted:	1/27/20	School:	HCHS
Group:	FCCLA		
Funding Source for Trip Cost:	FCCLA #315		
Destination:	140 N. 4th St. Louisville Ky Galt House		
Purpose of Trip:	STAR EVENTS Competition for State Level and Ky FCCLA STATE Leadership Conference		
Date(s) of Trip:	2/23/20 to 3/27/20		
	Departure Time (CST)	Arrival Time (CST)	
To the Event:	3/23/20 3:30 PM	6:30 AM PM	
On Return Trip:	3/27/20 12:30 PM	4:30 AM PM	
Street:	Galt House - 140 N. 4th Street		
City, ST:	Louisville Ky	ZIP	40202
Number of Students	5	Number of Adults	1 Total: 6
Number of Vehicle(s) Required:	Bus	SUV	Car
		<input checked="" type="checkbox"/>	
	Will you require a handicap-accessible bus?		Yes <input type="radio"/> No <input checked="" type="radio"/>
	Does the driver need to remain with group during the event?		Yes <input checked="" type="radio"/> No <input type="radio"/>
Emergency Contact Number of Sponsor:	(270) 952-5119		
Additional Requirements:	NONE		
Medical Needs:	None		
Employee Signature:	Virginia A. Jones		

Principal	ORG:		PROJ:	
	Principal Approval:			
	Date of Approval:	2-3-2020		

Newton, Robin - BOE, Executive Assistant to the Superintendent

From: Garrott, Paula - HCH, Account Clerk I
Sent: Wednesday, January 29, 2020 9:35 AM
To: Newton, Robin - BOE, Executive Assistant to the Superintendent
Subject: Overnight trip for HCHS Softball Team
Attachments: Scan0352.pdf

Good Morning Robin,

Please find attached an overnight request for HCHS Softball. The team has yet to be determined so the actual player names are not attached.

Thank you for your help,

Paula Garrott

Account Clerk

Online Payment Coordinator

HCHS

Ph:270-831-8897 Ext. 21150

Paula.Garrott@henderson.kyschools.us

Henderson County Schools Transportation Department

5675 Airline Road

Henderson, Ky 42420

Phone (270) 831-5120

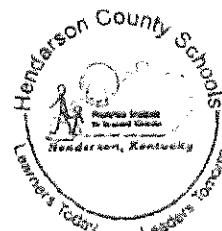
Fax (270) 831-5122

Mailing Address:

ATTN: Transportation

1805 Second St

Henderson, Ky 42420



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Checklist:

☒ Sponsor/Coach Name: SHANNON TROUTMAN Cell Number: 270-860-7162

☒ Date of Departure: APRIL 10, 2020 Time of Departure: 11:30 A.M.

☒ Date of Return: APRIL 11, 2020 Expected Time of Return: 7:00 P.M.

☒ 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: _____

S. Troutman #41

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.

Itinerary for Bus Trip to Murray!

Departure: Leave from North Field located behind North Junior High at 12:30 pm

- Arrive in Murray at approximately 2:30 pm.
- Check in at Holiday Inn Express in Murray at that time.
- Go to eat at Mr. B's in Murray at approximately 3:30 pm.
- Go to Ballpark at approximately 5:15 pm.
- Back to hotel after playing 2 games on 4-10-20
- Leave hotel and checkout at approximately 8:00 am on 4-11-20
- Go back to ballpark and play several games.
- After games are completed, leave ballpark and drive back to Henderson, KY.

Shannon Troutman

Head Coach – Henderson County Softball

270-860-7162

Newton, Robin - BOE, Executive Assistant to the Superintendent

From: Garrott, Paula - HCH, Account Clerk I
Sent: Wednesday, January 29, 2020 9:39 AM
To: Newton, Robin - BOE, Executive Assistant to the Superintendent
Subject: Overnight trip request for HCHS Softball to Bowling Green, May 8-9, 2020
Attachments: Scan0353.pdf

Good Morning Robin,

Please find attached another overnight trip request for HCHS Softball. They will be playing in a Softball Tournament called "Best of the West" in Bowling Green, May 8-9, 2020.

Have a blessed day ☺

Paula Garrott

Account Clerk

Online Payment Coordinator

HCHS

Ph: 270-831-8897 Ext. 21150

Paula.Garrott@henderson.kyschools.us

Henderson County Schools Transportation Department

5675 Airline Road

Henderson, Ky 42420

Phone: (270) 831-5120

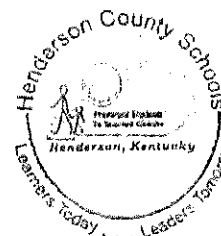
Fax: (270) 831-5122

Mailing Address:

ATTN: Transportation

1805 Second St.

Henderson, Ky 42420



Overnight and Out of District School Bus Trip Guidelines

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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: SHANNON TROUTMAN Cell Number: 270-860-7162

Date of Departure: MAY 8 Time of Departure: 4:00 P.M.

Date of Return: MAY 9 Expected Time of Return: 9:00 P.M.

Adequate Supervision (meets ratio criteria)

****Please List Names of Chaperones**** SHANNON TROUTMAN, TREVOR PARKER, KRIS KEMP, MEGAN PERKINS.

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:

S. Troutman #41

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.



January 30, 2020

Henderson Board of Education
1805 Second Street
Henderson, KY 42420

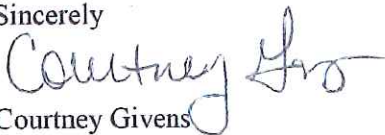
Dear Board Members

I am pleased to inform you that our chapter of DECA has recently competed in the DECA Regional Career Development Conference at the Curris Center on the campus of Murray State University. While at the conference, the students listed in the enclosure competed in and qualified for various events. Thus, they qualified to compete at the DECA State Career Development Conference (SCDC) and possibly the DECA International Career Development Conference (ICDC)!

SCDC will be held March 1-3, 2020 at the Galt House in Louisville, Kentucky.
ICDC will be held April 28 - May 3, 2020 in Nashville, Tennessee. I am seeking permission for Mrs. Marilyn Dorsey and myself, Teachers and DECA Advisors, to chaperone qualifying students on these overnight trips. Of course, we will also obtain parental permission to attend.

Thank you for considering this matter.

Sincerely


Courtney Givens





HENDERSON COUNTY HIGH SCHOOL
CAREER AND TECHNICAL EDUCATION DEPARTMENT

2020 DECA Regional Career Development Conference

Apparel and Accessories Marketing-AAM	Ben	Dalton	First
Food Marketing-FMS	Brittany	Littlepage	Forth
Food Marketing-FMS	Zoe	Somers	Fifth
Marketing Communication-MCS	Hannah	Martin	Forth
Marketing Communication-MCS	Candice	Hagan	Fifth
Marketing Communication-MCS	Alley	Vindhurst	Sixth
Retail Merchandising-RMS	Lauren	Alexander	First
Retail Merchandising-RMS	Kaylin	McKee	Third
Principles of Finance-PFN	Gatlin	Harris	Second
Principles of Finance-PFN	Aidan	Grace	Fifth
Principles of Marketing-PMK	Hadley	Wolfe	First
Principles of Marketing-PMK	Luke	Dalton	Third
Principles of Marketing-PMK	Haden	Wolfe	Forth
Principles of Marketing-PMK	Timothy	Wolfe	Seventh
Sports and Entertainment Marketing-STD	Damien	Goben	Fifth
Sports and Entertainment Marketing-STD	Hunter	Hagan	Fifth

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EQUAL EDUCATIONAL AND EMPLOYMENT INSTITUTION

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: Dennis Robins Cell Number: 270 860 0455
- ✓ Date of Departure: 3-8-2020 Time of Departure: 12:00 pm
- ✓ Date of Return: 3-9-2020 Expected Time of Return: 7:00 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:

Dennis Robins
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.



Trip ID#: 02221

Henderson County Schools

Transportation Request for Extracurricular Trips

Requested by:	Jessica Grace		
Date Submitted:	2/10/2020	School:	HCHS
Group:	FBLA		
Funding Source for Trip Cost:	FBLA		
Destination:	Murray State Carniss Center		
Purpose of Trip:	Region 1 FBLA Competition		
Date(s) of Trip:	3-8-2020 to 3-9-2020		
	Departure Time (CST)	Arrival Time (CST)	
To the Event:	12:00 AM / <input checked="" type="radio"/> PM	2:00	AM / <input checked="" type="radio"/> PM
On Return Trip:	6:00 AM / <input checked="" type="radio"/> PM	8:00	AM / <input checked="" type="radio"/> PM
Street:	00000 Murray State University		
City, ST:	Murray Ky	ZIP:	42071
Number of Students	2	Number of Adults	1
Total:		3	
Number of Vehicle(s) Required:	Bus	<input checked="" type="radio"/> SUV	<input checked="" type="checkbox"/> Car
	Will you require a handicap-accessible bus?		Yes <input checked="" type="radio"/> No
Does the driver need to remain with group during the event?			<input checked="" type="radio"/> Yes No
Emergency Contact Number of Sponsor:	670 7860 - 6455		
Additional Requirements:			
Medical Needs:			
Employee Signature:	Dawn Ror		

Office Use	ORG:		PROJ:	
	Principal Approval:	Amanda Lacey		
	Date of Approval:	2/11/20		



Trip ID#:

02223

Henderson County Schools

Transportation Request for Extracurricular Trips

Requested by:	Jessica Grace					
Date Submitted:	2/10/2020	School:	HCHS			
Group:	FBLA					
Funding Source for Trip Cost:	FBLA					
Destination:	Murray State Carriss Center					
Purpose of Trip:	Region 1 FBLA Competition					
Date(s) of Trip:	March 9th, 2020					
	Departure Time (CST)	Arrival Time (CST)				
To the Event:	5:30 AM / PM	7:30 AM / PM				
On Return Trip:	4:00 AM / PM	6:00 AM / PM				
Street:	Murray State University					
City, ST:	Murray, Kentucky	ZIP	42071			
Number of Students	58	Number of Adults	3			
Total:	61					
Number of Vehicle(s) Required:	Bus	1	SUV	1	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 - 0837					
Additional Requirements:						
Medical Needs:						
Employee Signature:	Jessica Grace					

We need
1 bus +
1 SUV

Office Use	ORG:		PROJ:	
	Principal Approval:	Amanda Lacer		
	Date of Approval:	2/11/20		

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7
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