

Henderson County Schools Transportation Department

5675 Airline Road

Henderson, Ky 42420

Phone: (270) 831-5120

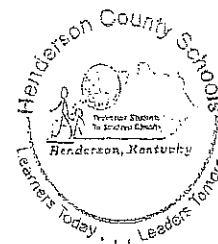
Fax: (270) 831-5122

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 Danne Robin Cell Number: 270 860 0455

✓ Date of Departure: 6-8-21 Time of Departure: 8:00 am

✓ Date of Return: 6-10-21 Expected Time of Return: 2:00 pm

✓ Adequate Supervision (meets ratio criteria)

****Please List Names of Chaperones**** Danne Robin

✓ 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: _____

Danne Robin
Signature of Person submitting form

Armando Lacer
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
CAREER AND TECHNICAL EDUCATION DEPARTMENT

May 12, 2021

Dear School Board Members,

On Tuesday, June 8-10, 2021 HCHS FBLA is asking permission to take 6 student officers to Kentucky FBLA Leadership Camp at the FFA Camp in Hardinsburg, Kentucky. The students will be accompanied by Danna Robinson. We will leave Henderson County High School at 8:00 a.m. on Tuesday and return on Thursday afternoon around 2:00 p.m.

The students that are requesting to be able to attend are Dylon Moore, Julianne Latimer, Joe Coghill, Addison Sager, Brooklyn Burrus, and Abbey Gibson.

Thanks,

A handwritten signature in black ink, appearing to read "Danna Robinson", written over a light blue horizontal line.

Danna Robinson

2424 ZION ROAD HENDERSON, KY 42420 / P-270-831-8850 F-270-831-8853

WWW.HCHSCTE.COM

EQUAL EDUCATIONAL AND EMPLOYMENT INSTITUTION



Trip ID#:

Henderson County Schools

Transportation Request for Extracurricular Trips

Requested by:	Danne Robinson		
Date Submitted:	5-12-2021	School:	HCHS
Group:	FBUA		
Funding Source for Trip Cost:			
Destination:	FBUA Leadership Camp - Hardinsburg Ky		
Purpose of Trip:	FBUA Leadership Camp		
Date(s) of Trip:	6-8-21 to 6-10-21		
	Departure Time (CST)	Arrival Time (CST)	
To the Event:	8:00 AM/PM	10:00 AM/PM	
On Return Trip:	12:00 AM/PM	2:00 AM/PM	
Street:	111 FFA Camp Road		
City, ST:	Hardinsburg Ky	ZIP	40143
Number of Students	6	Number of Adults	1 Total: 7
Number of Vehicle(s) Required:	Bus	SUV	Car
		<input checked="" type="checkbox"/>	
	Will you require a handicap-accessible bus?		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	Does the driver need to remain with group during the event?		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Emergency Contact Number of Sponsor:	(270) 860-0455		
Additional Requirements:			
Medical Needs:			
Employee Signature:	Danne Robinson		

Office Use	ORG:		PROJ:	
	Principal Approval:	Amanda Hecox		
	Date of Approval:	5/13/21		

Itinerary

2021 FBLA LEADERSHIP DEVELOPMENT CAMP
FOR LOCAL, REGIONAL, AND STATE OFFICERS

FFA Leadership Training Center
111 FFA Camp Road
Hardinsburg, KY 40143

June 8-10, 2021

**REGISTRATION MUST BE EMAILED
AND PAYMENT MUST ALSO BE POSTMARKED BY
May 17, 2021**

Cost: \$115.00 per person which includes a T-Shirt
(Please do not include payment for elected region and state officers, but do include them on our registration form.)

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

Mail the check made payable to Kentucky FBLA to:
Connie Witt, KY FBLA
300 Sower Blvd, 5th Floor
Frankfort, KY 40601

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

TO: All FBLA Chapters

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

A week of learning, fun, and recreation await your chapter members this summer when they attend FBLA Leadership Development Camp. 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 17, 2021.
The \$115 registration fee includes meals, lodging, a T-shirt, and the cost of conference operation. 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:

- Face Coverings
- Linens, including 2 sheets (twin size-extra long), blanket(s), pillow/pillowcase
- Bath and hand towels
- Personal care items such as soap, shampoo, toothpaste, deodorant, sunscreen, etc.
- Clothing and shoes for recreation
- Casual clothing for camp, including sweater or jacket
- Paper and pencils for taking notes
- Refillable water bottle

Other items that you might want to bring:

- Recreational equipment such as softball gloves, tennis rackets, etc. (if desired) should have your name clearly marked.
- Extra money for use at camp canteen/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/adult 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 Training Center during the entire camp. Bring everything you need because there are not a lot of options nearby. If it becomes necessary for any reason for an adviser to leave, the adviser must sign out with the State Staff. Should an adviser leave without doing so the adviser's students may be sent home.
13. Advisers will be assigned specific responsibilities while at camp and are expected to attend classes and meetings for advisers, as well as all General Sessions.
14. Room assignments will follow COVID Guidelines. Advisers will be assigned to these rooms.

FBLA LEADERSHIP DEVELOPMENT CAMP
FFA Leadership Training Center
Hardinsburg, KY 40143

CAMP RULES

1. All COVID Guidelines will be followed.
2. No one, advisers or students, will be permitted to leave camp except for emergency reasons.
3. 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.
4. 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.
5. Only one-piece swimsuits or t-shirt covered suits are allowed.
6. Cabins and grounds must be kept clean. Trash cans must be emptied, brooms are provided in each cabin.
7. Participants are not to bring ice coolers, refrigerators or beverages into the FFA Center. Rules for food and drinks in meeting areas must be followed.
8. All chaperones must be advisers or other approved school district employees.