

September 15, 2021

Dear Henderson County Board of Education,

The Henderson County FFA is seeking approval to attend the National FFA Convention in Indianapolis, Indiana. We would be taking 11 students total, including 4 members of the Agriculture Sales and Marketing Team that will be competing during that time. Attached you will find an itinerary for the trip. The dates we would be attending are October 27th- October 29th.

Respectfully Submitted,

Kristy Lancaster J.T. Payne

Kristy Lancaster, J.T. Payne
Henderson County FFA Advisors

Henderson County Schools Transportation Department

5678 Airline Road

Henderson, Ky 42420

Phone (270) 831-5120

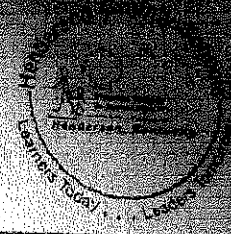
Fax (270) 831-5122

Mailing Address:

ALTN. 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: Krissy Lancaster Cell Number: 731-415-5796

✓ Date of Departure: 10/27 Time of Departure: 7:00 AM

✓ Date of Return: 10/29 Expected Time of Return: 6:00 PM

✓ Adequate Supervision (meets ratio criteria)

****Please List Names of Chaperones**** Krissy Lancaster, JT Payne

✓ 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: _____

Signature of Person submitting form

Amanda Lear

Signature of Principal/Designee

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

National Convention Information

Departure: Wednesday, Oct 27, 2021 at 7:00 am

Return: Friday, Oct 29, 2021 at 6:00 pm

Location: Indianapolis, IN (Omni Hotel Downtown & Lucas Oil Stadium)

Cost: \$250 (due Monday, Oct 25, 2021) + spending money/meals

Requirements to attend: Apply and be accepted, Silver FFA member, No discipline notices, No current grades lower than a C

Itinerary:

Oct 27, 2021

7:00 am	Depart from HCHS	Transportation Included
11:00 am - 2:30 pm	<ul style="list-style-type: none">• Time at Convention Hall (Workshops, Shopping Mall, Career Center)• Lunch at Convention Hall	~\$15 Lunch +Shopping Money Registration Included
3:30 pm	Opening Session	Admission Included
5:00 pm - 7:00 pm	<ul style="list-style-type: none">• Check-In to Hotel• Dinner at Pronta Pizzeria• Change for Concert	~\$15 Dinner Hotel Included
7:00 pm - 9:00 pm	Brett Young Concert	Ticket Included
10:30 pm	All students in rooms	N/A

Oct 28, 2021

8:00 am	Breakfast on your own (Starbucks in Hotel)	~\$10 Breakfast
9:00 am - 5:00 pm	<ul style="list-style-type: none">• Time at Convention Hall (Workshops, Shopping Mall, Career Center)• Lunch at Convention Hall	Shopping Money ~\$15 Lunch
6:00 pm	FFA General Session	Admission Included

8:00 pm	Dinner at Spaghetti Factory	~\$25 Dinner
9:30 pm	Fun Activity	Sponsored by FFA Alumni
11:00 pm	Students in Room	N/A

Oct 29, 2021

8:30 am	Breakfast and Checkout	~\$10 Breakfast
10:00 am	Fisheries Tour	Tour Included
2:00 pm	Tour and Early Dinner/Late Lunch at Huber Farms	Tour and Dinner Included
6:00 pm	Return Home	N/A

Total Estimated Cost = \$250 + \$90 (moderate meals) + Shopping/Spending Money

Application:

In order to apply, email Mr. Payne and Mrs. Lancaster answers to the following questions (the more in-depth the better). This is due Sep 21, 2021 at 3:30 pm. Attendees will be chosen based on this application, classroom performance and previous FFA involvement.

Email: james.payne@henderson.kyschools.us

kristy.lancaster@henderson.kyschools.us

Subject Line: 2021 National FFA Convention Application

Message:

1. Why do you deserve to be chosen to attend the National Convention? How involved have you been in our Chapter? How do you represent our chapter well through positivity, good morales, hard work, etc.?
2. Why do you want to attend this convention? What parts are you looking most forward to? If you have attended before, how will you make this experience even better than the previous one?
3. What specific goals do you have for improving our chapter? How will you personally attending this convention help us achieve these goals?



Trip ID#:

Henderson County Schools

Transportation Request for Extracurricular Trips

Requested by:	Kristy Lancaster		
Date Submitted:	9-15-21	School:	HCHS
Group:	FFA		
Funding Source for Trip Cost:	FFA		
Destination:	Indianapolis, Indiana		
Purpose of Trip:	Ag Sales team competing; Students attending National FFA Convention		
Date(s) of Trip:	October 27-29		
	Departure Time (CST)	Arrival Time (CST)	
To the Event:	7:00 AM/PM	10:00	AM/PM
On Return Trip:	3:00 AM/PM	6:00	AM/PM
Street:	40 W Jackson Pl		
City, ST:	Indianapolis, IN	ZIP	46225
Number of Students	11	Number of Adults	3 Total: 14
Number of Vehicle(s) Required:	Bus	SUV	2 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?			Yes <input checked="" type="radio"/> No
Emergency Contact Number of Sponsor:		(731) 415-5796	
Additional Requirements:			
Medical Needs:			
Employee Signature:			

Office Use	ORG:		PROJ:	
	Principal Approval:	Amanda Racer		
	Date of Approval:	9/17/21		

STUDENTS

09.36 AP.21

Transportation Request Form
(for bus or car)

EDUCATIONAL, EXTRA-CURRICULAR AND/OR OVERNIGHT TRIP

(Submit to Transportation Department at least five (5) days prior to date of departure.)

SCHOOL North Middle REQUESTED BY: Jason Bradburn
CLASS/ORGANIZATION: KYA Kentucky Youth Association
Departure Date and Time: Nov 7 6:00 am
Return Date and Time: Nov 9 2:00 pm
Destination: Frankfort
Purpose/Expected Benefits: Student will be engaged in the law making process
Is a Bus or Car Needed? Bus needed Has a Driver Been Contacted? no
Number of Students: 39 (strong estimate) Number of Chaperones: 3

Prepare three (3) lists of all persons going on a trip: one for the Principal, one for the bus/car driver, and one for the certified person accompanying the students.

HAVE ALL CHAPERONES UNDERGONE THE REQUIRED RECORDS CHECK AND BEEN DESIGNATED BY THE PRINCIPAL/DESIGNEE TO SUPERVISE STUDENTS? ☒ YES ☐ NO

APPROVED AS SUBMITTED: _____

DISAPPROVED FOR THE FOLLOWING REASON: _____

Paid By School Allotment _____ Other _____

(name of account)


Principal's Signature

10/12/21
Date

Board Approval/needed for overnight trips

Date

RELATED PROCEDURES:

09.36 (all procedures)

Review/Revised: 9/19/2016