

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: JACEY BOSTON 270-830-9368  
ELISE DOWDY Cell Number: 27-670-9857

✓ Date of Departure: 11/20/21 Time of Departure: 3:00 PM

✓ Date of Return: 11/21/21 Expected Time of Return: 4:00 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 (N/A)

✓ 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: \_\_\_\_\_

Elise Dowdy  
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.*

[Signature]

**BUS SEATING LIST**

Date:11/20/21

FRONT

1.	<b>Jacey Boston (Coach)</b>	<b>Kelly Chappel (Coach)</b>	2.
3.		<b>Maya Blanford</b> Josh & Cathy Lee Blanford Cathy Lee-270-635-0794; Josh-270-635-0667	4.
5.	<b>Addison Coyle</b> Angela Travis; Brad Coyle Angela-502-931-3996; Brad-502-931-3995	<b>Chole Chandler</b> Amber & Michael Chandler Amber-270-860-6356; Michael-270-860-6505	6.
7.	<b>Addie Chandler</b> Amber & Michael Chandler Amber-270-860-6356; Michael-270-860-6505	<b>Emma Roberson</b> Amy & Stephen Leon Roberson 270-454-4732	8.
9.	<b>Tess Coomes</b> Jeff & Jonne Coomes Jeff-270-860-5071; Jonne-270-860-5072	<b>Payton Denton</b> Eric Denton; Candice Rich Eric-270-635-0800; Candice-270-389-0267	10.
11.	<b>Kyla Burke</b> Stephanie & Jeffrey Burk 270-860-3054	<b>Aubree Sellars</b> Derek & Rebecca Sellars Rebecca-270-860-6153; Derek-270-860-0242	12.
13.	<b>Madelyn Montgomery</b> Mary Jo & Shannon Montgomery Mary Jo-502-541-4043; Shannon-502-544-3782	<b>Hayden Tichenor</b> Lisa Edds-Tichenor & Neil Tichenor 270-724-5051	14.
15.	<b>Tori Allinder</b> Katie & Jacob Allinder 270-860-1739	<b>Olivia Duncan</b> Magan & Brad Duncan 270-860-0892	16.
17.	<b>Cadence Woolfork</b> Amanda Curlin 270-821-4596	<b>Malia Baker</b> Melinda Luntsfod; Larry Baker Melinda-270-860-7740	18.
19.	<b>Emma Gavin</b> John & Julie Gavin 270-860-1616	<b>Lily Sinnett</b> Amy & Gary Sinnett 270-577-5878	20.

### Trip Chaperones

<b>Jacey Boston (Head Coach)</b> 270-830-9368	<b>Elyse Dowdy (Head Coach)</b> 217-670-9857
<b>Kelly Chappel (Ast. Coach)</b> 270-339-1029	

### Trip Itinerary

(Once we arrive in Pendleton we will be in Eastern Time Zone)

11/20/21

3:00 PM	Leave from the AUX Gym
5:00 PM	Stop for dinner-TBD
7:00-7:30 PM	Arrive at the hotel for the evening and check-in.
8:00 PM	Room Assignments & Team Meeting
10:00 PM	Room Checks by coaches

11/21/20

8:00 AM	Wake up calls & Breakfast (at hotel)
9:00-9:30 AM	Routine walk-through at hotel
9:30-10:45 AM	Dress, makeup, hair for the competition
10:45-11:00 AM	Travel to the school (Pendleton Heights High School) Tentative time
11:00-11:15 AM	Check in to the competition
12:00-12:40	Warm up & Competition times (may vary depending on how on time the competition is)
2:00 PM	Leave the competition, to return to HCHS
4:00 PM	Stop for food and bathroom breaks
5:00 PM	Returned to HCHS



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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: Maggie Garner Cell Number: (270)724-2609  
 \_\_\_ Date of Departure: 11/18 Time of Departure: 11:00 AM  
 \_\_\_ Date of Return: 11/20 Expected Time of Return: 2:00 PM

Adequate Supervision (meets ratio criteria)

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

Maggie Garner, Payton Allison, Kevin Carter, Jackson Hogg

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: \_\_\_\_\_

Maggie Garner  
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.**

[Signature]

## Garrott, Paula - HCH, Account Clerk I

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**From:** Hazelwood, Mary - HCH, School Secretary I  
**Sent:** Tuesday, November 16, 2021 10:12 AM  
**To:** Garrott, Paula - HCH, Account Clerk I  
**Subject:** FW: KYA students

**From:** Garner, Maggie - HCH, Social Studies <maggie.garner@henderson.kyschools.us>  
**Sent:** Tuesday, November 16, 2021 9:37 AM  
**To:** Hazelwood, Mary - HCH, School Secretary I <mary.hazelwood@henderson.kyschools.us>  
**Subject:** Re: KYA students

Hello! The students going are listed below. We are leaving this Thursday morning at 11 AM and heading to Louisville. We will be gone both Thursday and Friday all day. We won't be returning to Henderson until Saturday afternoon. We do have transportation lined up. Please let me know if you need any more information. This is mine and Ms. Allison's first-time being advisors so we're very new to all the things we need to do for a school trip.

1. Bo Hazelwood
2. Maria Garza
3. Breck Bender
4. Anna Davis
5. Marrison Jones
6. Ryan Holland
7. Thomas Berger
8. Alton Berger
9. Hannah Herron
10. Julianna Hibbs
11. Janet Marshindl
12. Will Forker
13. Luke Dalton
14. Callie Garrett
15. Marley Walker
16. Abbey Gibson
17. Landree O'Nan
18. Chloe Woodard
19. Addyson Haygan
20. Ava Denton
21. Abigail Cartwright
22. Landon Hurtle
23. Hunter Mayfield
24. Joe Coghill
25. Meredith Gold
26. Lillian Christian
27. Ty Boggess
28. Cooper Benson
29. Connor Hogan
30. Breckin Saur
31. Kendall Pullum
32. Roxanna Quintanilla
33. Ben Frederick



# KENTUCKY YMCA YOUTH ASSOCIATION 2021 HIGH SCHOOL KYA 2 AGENDA

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The following meetings will have pre-recorded videos sent before the conference to participants to review:

- Experienced Delegates & New Delegates
- Adult Chaperone
- Bill Sponsors
- Committee Chairs
- Candidates

ALL SCHEDULED EVENTS ARE MANDATORY

## THURSDAY, NOVEMBER 18<sup>TH</sup>

- |         |  |  |
|---------|--|--|
| 2:45 PM | Scheduled arrival time and registration<br>-Schools will be sent (pre-conference) an arrival time for the conference. Schools/students should <u>not</u> enter the hotel before their scheduled arrival time.<br>-When each school arrives at their <u>scheduled</u> time, the advisor should head to registration to check-in, turn in paperwork, and collect any available keys.<br>-When it is your school's scheduled time, students will take their luggage to the ballroom and sit at their <u>assigned table</u> (listed on the roster), placing their <u>luggage underneath their table</u><br>-Hotel roaming is not allowed during this time. | <b>Russell/Shelby &amp; Crowne</b>                 |
| 3:15 PM | Presiding Officer Meeting  | <b>Grant</b>                                       |
| 3:45 PM | Media Corps meeting<br>Supreme Court meeting<br>Cabinet and Lobbyist meeting   | <b>Franklin</b><br><b>Elliot</b><br><b>Hancock</b> |
| 4:30 PM | Opening Session<br>-Call to Order: Pledge<br>-Y-Staff and Officer Introductions<br>-Y Culture, Fun and Safety Expectations<br>-Candidate Introductions<br>-Overview of Safety at KYA<br>-Governor's Opening Address<br>Delegates will be dismissed by school to dinner   | <b>Crowne Ballroom</b>                             |
| 5:30 PM | Dinner <b>Food Stations in Exhibit Hall, look to assigned meal rooms sheet</b><br>-Dinner options are available in Exhibit Hall.<br>-Schools will be dismissed <u>individually</u> to purchase meals.<br>-Students may also grab items from their hotel rooms at this time, when dismissed by schools.<br>-Students should eat in <u>assigned</u> locations in the hotel with their school or in their sleeping room (school decision).<br>-Bluehorse Restaurant is NOT available to KYA students throughout the conference.<br>-Hotel roaming is not allowed during this time.  |  |

## THURSDAY, NOVEMBER 18<sup>TH</sup> (CONTINUED)

### \*\*\*\* Professional Attire Now Required\*\*\*\*

7:00 PM	Bluegrass and Commonwealth Committees Meet	
	CW Senate 1	Coronet A
	CW Senate 2	Coronet B
	CW Senate 3	Elliott
	CW House 1	Crowne A
	CW House 2	Crowne B
	CW House 3	Crowne C
	BG Senate 1	Russell/Shelby
	BG Senate 2	Trimble
	BG House 1	Taylor
	BG House 2	Whitley
7:00 PM	Supreme Court Meeting	Perry, Madison, Knox
	Media Corps Meeting	Franklin
8:30 PM	All sessions adjourn-Committees will be dismissed <u>individually</u> to Crowne Ballroom to assigned seats.	
8:50 PM	General Assembly	Crowne Ballroom
	- Docket Review for Second Day	
	- Candidate Speeches	
	- Announcement of Pro Tempores & Clerks	
	- Announcements	
	- Media Corps dismissed to meeting	
	- Cabinet/Lobbyist dismissed to meeting	
	- Supreme Court dismissed to meeting	
	Schools will be dismissed individually to their sleeping rooms OR delegation meeting.	
9:45 PM	Delegation Meetings ( <u>No</u> meetings in sleeping room hallways, please refer to delegate meeting assignments)	
	Media Corps Meeting	
	Cabinet and Lobbyist Meeting	

\*\*Students must head straight to their assigned sleeping rooms after meetings\*\*

**FRIDAY, NOVEMBER 19<sup>TH</sup>**

- 7:30 AM Room curfew ends
- 7:45 AM Breakfast Line Opens  
-Schools will pick up food from Exhibit Hall and head to assigned eating location.
- 9:15 AM All Students Assemble in Crowne Ballroom **Crowne Ballroom**  
-Refer to assigned seats (same as previous day)  
-Call to Debate
- 9:30 AM Transition to Chambers: Schools will be dismissed individually
- 9:30 AM Governor's office opens **Grant**  
Lieutenant Governor's office opens **Jefferson**
- 9:40 AM Bluegrass and Commonwealth Chambers convene  
CW House Chamber A **Coronet A**  
CW Senate Chamber A **Coronet B**  
CW House Chamber B **Elliott**  
CW Senate Chamber B **Whitley**  
  
BG House Chamber **Trimble/Taylor**  
BG Senate Chamber **Russell/Shelby**
- 11:30 AM All Chambers dismissed individually to Crowne Ballroom.
- 12:00 PM Rotations will begin for schools to grab their lunch (*Provided by the KYYMCA*) and head to assigned eating location, get their delegation picture, and visit the merchandise desk.  
**Crowne Ballroom/Assigned meal rooms**
- 1:30 PM CW & BG Chambers Re-Convene  
CW House Chamber A **Coronet A**  
CW Senate Chamber A **Coronet B**  
CW House Chamber B **Elliott**  
CW Senate Chamber B **Whitley**  
  
BG House Chamber **Trimble/Taylor**  
BG Senate Chamber **Russell/Shelby**
- 3:30 PM All Program Areas Adjourn and head to Crowne Ballroom for an All Delegate Assembly
- 3:45 PM All Delegates to Crowne Ballroom **Crowne Ballroom**  
-Assigned seats in place  
-Student Y Chapter Award Presentations  
-GFI Highlight  
-Y-Corps Highlight  
-Y-Culture, Fun, Announcements



4:30 PM	Supreme Court Meeting Media Meeting Cabinet and Lobbyist Meeting	Madison Franklin Hancock
4:30 PM	Dismiss to sleeping rooms (dismiss by floors and schools) -Hotel roaming not allowed during this time -Computers available near Y Desk for Advisors to submit Award Nomination Form	
4:45 PM	Governor meets with remaining bill sponsors -Times by appointment with Chief of Staff	Grant
5:30 PM	Budget Committee meeting	Grant
5:45 PM	Dinner Line ( <i>Provided by the KY YMCA</i> ) -Schools will pick up food from Exhibit Hall and head to <u>assigned</u> eating location.	
7:30 PM	Mandatory Delegation Caucus (All Students MUST Attend) -Assigned seating in ballroom -Overview of Fun & Elections -Advisor Award Nomination Form Due Online	Crowne Ballroom
8:00 PM	Y Concert and Talent Stage -Students will remain at assigned school tables. Movie Room Must sign in at the door and remain in seat (limited space and contact tracing needed)	Crowne Ballroom  Coronet A/B
9:30 PM	Closing program -Remain in assigned seats -Governor's Action on Bills -Y-Staff Announcements -Closing Thoughts -Adjournment Schools will be dismissed individually to sleeping rooms/delegation meetings.	Crowne Ballroom
10:15 PM	Delegation Meetings ( <u>No</u> meetings in sleeping room hallways, please refer to delegate meeting assignments)	
10:15 PM	Conference Life Committee Meeting with Y Staff	Perry
10:15 PM	Media Meeting	Franklin
	<b>**Students must head straight to their assigned sleeping rooms after meetings**</b>	

## SATURDAY, NOVEMBER 20<sup>TH</sup>

7:00 AM Advisor room checks & Clean-up

Luggage Storage (place luggage under assigned table in Ballroom)

- |          |  |                        |
|----------|--|------------------------|
| 7:00 AM  | Breakfast line opens for Supreme Court delegates   | Exhibit Hall           |
| 7:30 AM  | Breakfast line opens ( <i>Provided by the KY YMCA</i> )<br>- Schools will pick up food from Exhibit Hall and head to <u>assigned</u> eating location.  |                        |
| 7:30 AM  | Outstanding Advocate Case<br>-All Supreme Court delegates MUST attend. General delegates must sign-in upon entering for contact tracing purposes.  | Trimble/Taylor/Whitley |
| 8:15 AM  | Media Final Meeting  | Franklin               |
| 9:00 AM  | Closing Session <ul style="list-style-type: none"><li>- Please refer to assigned seats</li><li>- General Election (Student Only)</li><li>- Veto override session</li><li>- Awards celebration</li><li>- KYA Video Presentation</li><li>- Governor's Closing Address</li><li>- Election results: Announcement of New Presiding Officers</li><li>- Swearing-in of New Presiding Officers</li></ul> | Crowne Ballroom        |
| 12:00 PM | 2021 Presiding Officers Adjourn KYA  |                        |
| 12:10 PM | 2022 and 2021 PO Meeting   | Grant                  |

**Have a safe trip home.  
HAPPY HOLIDAYS!  
We hope to see you at  
GO FOR IT!**



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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: Danna Robinson Cell Number: 270-860-7455

Date of Departure: 1-12-2022 Time of Departure: 11:30 am

Date of Return: 1-13-2022 Expected Time of Return: 4:00 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

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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: \_\_\_\_\_

Danna Robinson  
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#: \_\_\_\_\_

# Henderson County Schools

## Transportation Request for Extracurricular Trips

Requested by:		Danna Robinson	
Date Submitted:	11-30-2021	School:	HCHS
Group:	FBLA		
Funding Source for Trip Cost:	FBLA		
Destination:	Louisville A164 Hotel East		
Purpose of Trip:	FBLA State Executive Council meeting		
Date(s) of Trip:	1-12-2022 to 1-13-2022		
	Departure Time (CST)		Arrival Time (CST)
To the Event:	11:30	AM / PM	2:30 AM / PM
On Return Trip:	2:00	AM / PM	4:10 AM / PM
Street:	10762 Westport Road		
City, ST:	Louisville KY	ZIP	40241
Number of Students	1	Number of Adults	1
Total:		2	
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:	Danna Robinson		

Office Use	ORG:		PROJ:	
	Principal Approval:	Amanda Lacer		
	Date of Approval:			

Schedule for State Executive Council Meeting  
1/12/2022-1/13/2022  
Aloft Hotel-East Louisville

Depart HCHS: 11:30 a.m.

Meet other officers and advisers for dinner at 3:30 p.m. CDT in Louisville.

Arrive at Aloft: 4:00 p.m. CDT on 1/12/21

Check-In: 4:15p.m. (Debbie Barnett and Connie Witt will pass out the keys to the rooms. Students will be sharing rooms with each other)

Region and State Officer Photos: 5:00 p.m.

Meetings start at 5:30 p.m. that evening.

Begin meetings again the next morning and conclude in the afternoon.

Departure Aloft 3:00 p.m. EST

Arrival back to HCHS: 4:00 p.m. CDT

Student Officers on the Council

President	Carter Davidson	Larry A Ryle
Vice President	Chaney Garrison	Montgomery Co ATC
Secretary	Vivian Cummins	Bracken County
Treasurer	Charles Crawford	Graves Co
Reporter	Katie Switzer	Nicholas Co
Historian	Abby McGuire	Paul Blazer
Parliamentarian	Jason Hatfield	Hart Co
Region 1 President	Dylon Moore	Henderson Co
Region 2 President	Kaitlyn Eversole	Franklin Simpson
Region 3 President	Grant Watson	Eastern
Region 4 President	Honoka Horiuchi	Larry A Ryle
Region 5 President	Collin Jarrell	Bracken Co
Region 6 President	Marlee Henson	Burgin Independent

Advisers on the Council

Korrie Purcell	Ballard Memorial
Sheena Searcy	Franklin Simpson
Beth Turpin	Mercy Academy
Shane Stamper	Kenton Co.
Cheryl Wellman	Greenup Co. ATC
Brenda Klaas	Boone Co.
Janie J Blair	Montgomery Co. ATC
Shelby McCord	Bracken Co.
Jenny Spann	Graves Co.
Kim Simons	Nicholas Co.
Ramona Bellew	Ashland
Deanna Vance	Hart Co.
Danna Robinson	Henderson Co.
Kevin Todd Eastridge	Jefferson Co.
Lora Cummins	Burgin Co.
James Murray	Pulaski Co.
Debbie Barnett	Adviser to the Officers
Connie Witt	State Adviser

Student attending FBLA State Executive Council Meeting

Dylon Moore

Chaperone attending FBLA State Executive Council Meeting and also on the FBLA State Executive Board

Danna Robinson



## January FBLA trip

Moore, Suzanna - District Sub <suzanna.moore@henderson.kyschools.us>

Tue 11/30/2021 9:45 AM

To: Robinson, Danna - HCH, Business <danna.robinson@henderson.kyschools.us>

Cc: Moore, Dylan <dylon.moore@stu.henderson.kyschools.us>

Hello,

To the Henderson Board of Education,

I give my child Dylan Moore permission to attend the State Executive Council Meeting on Jan. 12, 2022- Jan. 13, 2022 at Aloft East Hotel in Louisville. He will be representing as a Regional President.

Thank You,  
Suzanna Moore  
(270) 860-3198  
*Thank you,*  
*Suzanna Moore*

*Be the reason someone smiled today!*