

FIELD TRIP REQUEST FORM

Name of School: Boone County High School

Date of Field Trip: 1/25/2022 to 1/25/20

Days of School Missed: 1

Location of Field Trip: Frankfort, KY

Grade Level and Number of Students Attending: 10-12

Number of Chaperones Attending: 3

What form of transportation will be used?* Be Specific. Common Carrier 

Have field trip rules been explained to the students and chaperones?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
Are there students being denied the right to attend due to finances?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
Does this trip comply with Title IX equity issues?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>

Brief Description (Be specific regarding educational purpose):

FLC101 Pathways to Financial Success and Personal Finance students will have the opportunity to tour
the Capital Building and Treasury. They will be guided by our State Treasurer, Allyson Ball and the
Executive Director or the Kentucky Financial Empowerment Commission to learn about finance at a state level.

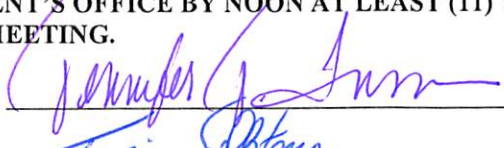
Please check the appropriate box:

☐ To be used for 1 (one) day trips using school bus or private automobile.*
NEEDS PRINCIPAL APPROVAL ONLY. PLEASE SEND ALL FORMS TO DISTRICT OFFICE.

☐ To be used for overnight trips, trips of more than one instructional day and Co-curricular/
Extracurricular trips.
TO BE APPROVED BY THE ASSISTANT SUPERINTENDENT.

☒ To be used for trips taken by common carrier.
TO BE APPROVED BY THE BOARD OF EDUCATION.

NOTE: FOR BOARD APPROVAL, THIS REQUEST SHOULD BE SUBMITTED TO THE SUPERINTENDENT'S OFFICE BY NOON AT LEAST (11) WORKING DAYS PRIOR TO THE NEXT BOARD MEETING.

Sponsor Signature: 

Principal Signature:  Date Approved: 1-11-22

DISTRICT OFFICE USE ONLY

Approved by: _____ Date: _____

* Drivers of private automobiles need to complete the Auto Insurance Affidavit Form.

Email

Print

Reset

Please print this form and email to mailto:tammy.jump@boone.kyschools.us

Executive Charter, Inc.
1810 Monmouth St. Newport KY 41071
859-261-8841
reservations@executivetransportation.org

Account Name: **BOONE COUNTY HIGH SCHOOL** Acct ID: **7262911**

Address: **7056 BURLINGTON PIKE FLORENCE, KENTUCKY 41042**

Client Contact: **JENNIFER INMAN** Phone#: **2607262911**

1/25/2022 7:15:00AM	BOONE COUNTY HIGH SCHOOL	Confirmation# 2704002
MINI BUS 30P	FROM: BOONE COUNTY HIGH SCHOOL, 7056 BURLINGTON PK FLORE	FARE: \$875.00
	TO: FRANKFORT, KY. - CAPITAL BUILDING	TIPS: \$50.00
TRIP REMARKS:		
WAIT & RETURN		
		Total Fare \$925.00

Quote Total: \$925.00

DEPOSIT: A \$100 deposit per motorcoach is required to reserve service. To avoid cancellation, the balance of the payment is due thirty (30) days prior to the event. If balance is not paid in full 30 days prior, trips can be cancelled without notice to fulfill company needs.

CANCELLATION: We have a 2 week cancellation policy. Cancellation less than two (2) weeks prior to service will result in forfeiture of all monies paid.

PAYMENTS: We accept credit card, check or EFT. Please make checks payable to: Executive Charter, Inc.

A Finance Charge of 2% Per Month, 24% Annual Percentage Rate will be charge on all past due accounts.

PRICE VARIATIONS: The price quoted above is from terminal to terminal and is based upon the information originally given. Any changes may affect the original price quote.

AMENITIES such as wi-fi, PA system, electrical outlets, DVD players and TV monitors are provided at no charge. Therefore no refund will be issued for the failure of such amenities.

DAMAGE AND CLEAN UP FEES: If excessive clean up is required there will be an additional charge of \$250. You will be liable for any damage caused by the passengers of the bus.

ITINERARY: A specific itinerary is required 2 weeks before the trip, listing all locations and expected times for the driver(s).

NOTES: Please check the information above regarding your trip. Please contact us with any changes, corrections, or additions to your itinerary. Our staff is anxious to help you.

Please sign and return with your deposit to ensure your coach reservation.

Signature _____ Date _____

Inman, Jennifer

From: Frey, Matt (Treasury) <matt.frey@ky.gov>
Sent: Tuesday, January 11, 2022 1:06 PM
To: Inman, Jennifer
Subject: Re: Field Trip?
Attachments: Screen Shot 2022-01-11 at 1.04.37 PM.png

EXTERNAL MESSAGE

Jennifer,

We have a Capitol tour scheduled for 25 students and three adults on Tuesday, January 25th from 9:30-10:30 (tours last an hour).

The bus can let you out on either end of the Capitol building (see attached for an image). You can walk up to the center front main doors (with masks) and enter. Anyone over 18 will have to sign in with security. The bus can park down in front of the Capitol along the flowerbeds.

I'm happy to meet you down there too if that would ease things! Let me know if you have any questions.

Best,

Matt Frey

From: Inman, Jennifer <jennifer.inman@boone.kyschools.us>
Sent: Monday, January 10, 2022 2:19 PM
To: Frey, Matt (Treasury) <matt.frey@ky.gov>
Subject: RE: Field Trip?

Matt,

Thank you so much! My cell phone number is 260-729-2911.

Talk to you soon!
Jennifer

From: Frey, Matt (Treasury) <matt.frey@ky.gov>
Sent: Monday, January 10, 2022 1:59 PM
To: Inman, Jennifer <jennifer.inman@boone.kyschools.us>
Subject: RE: Field Trip?

EXTERNAL MESSAGE

Jennifer,

Thank you so much for the information. I'm finalizing the booking today. When you get the chance, could you share your phone number with me. Frankfort needs it for the tour. Right now, we are looking at a 10 AM tour of the Capitol. I believe the elected officials of the Boone County area will stop your tour at some point too.

For COVID, I believe the Capitol has no plans of cancelling tours at this moment even with the continued rise in COVID cases. Everyone is welcome to wear a mask during the tour. If you are not comfortable touring though with the rise, that is understandable. We want to be accommodating to you and your students' comfort level.

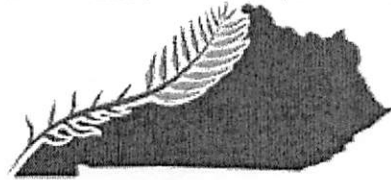
Please let me know if this helps answer your question.

We are looking forward to the tour!

Matt Frey | Executive Director

Phone: 502.564.8823

[Facebook](#) | [LinkedIn](#) | [Twitter](#) | [Website](#)



Kentucky Financial
Empowerment Commission

From: Inman, Jennifer <jennifer.inman@boone.kyschools.us>

Sent: Sunday, January 9, 2022 10:33 PM

To: Frey, Matt (Treasury) <matt.frey@ky.gov>

Subject: RE: Field Trip?

Matt,

We are looking at 25 students and 3 adults.

Do you have any concerns about the impact of COVID on this trip?

Thanks,
Jennifer

From: Frey, Matt (Treasury) <matt.frey@ky.gov>

Sent: Thursday, January 6, 2022 11:49 AM

To: Inman, Jennifer <jennifer.inman@boone.kyschools.us>

Subject: RE: Field Trip?

EXTERNAL MESSAGE

Jennifer,

We can accommodate 30 individuals at the Treasury and Capitol. If you could give me your best guess or final number of attendees, we can finalize everything.

Thank you,

Matt Frey

From: Inman, Jennifer <jennifer.inman@boone.kyschools.us>
Sent: Thursday, January 6, 2022 8:26 AM
To: Frey, Matt (Treasury) <matt.frey@ky.gov>
Subject: RE: Field Trip?

Good morning, Matt!

I have confirmation that we can leave Florence, KY around 7:45am, getting us to Frankfort around 9:10am and leaving around 2:00pm. These times are somewhat flexible so please let me know if adjustments need made to accommodate the tours.

Also, our transportation is a 30 passenger charter bus, so please let me know what the ideal number of participants is. My class is 16, but I would love to bring a few more students.

Thanks,
Jennifer

From: Inman, Jennifer <jennifer.inman@boone.kyschools.us>
Sent: Tuesday, January 4, 2022 6:20 PM
To: Frey, Matt (Treasury) <matt.frey@ky.gov>
Subject: RE: Field Trip?

Matt,

I actually just received some correspondence from the charter bus company needing specific times. What would be the ideal time for us to arrive in Frankfort, do both tours plus lunch without being rushed before heading back? Thoughts?

Thanks,

Jennifer Inman
Business Teacher
Boone County High School
jennifer.inman@boone.kyschools.us

From: Inman, Jennifer
Sent: Tuesday, January 4, 2022 6:10 PM
To: Frey, Matt (Treasury)
Subject: RE: Field Trip?

Matt,

Sorry for the delay. Everyone is finally back from winter break and available to work on the logistics of the field trip. I have reached out to Executive Charter for available times. I am hoping to have the details wrapped up tomorrow.

My students are excited about this opportunity!

Thanks,

Jennifer Inman
Business Teacher
Boone County High School

jennifer.inman@boone.kyschools.us

From: Frey, Matt (Treasury)
Sent: Tuesday, January 4, 2022 12:23 PM
To: Inman, Jennifer
Subject: Re: Field Trip?

EXTERNAL MESSAGE

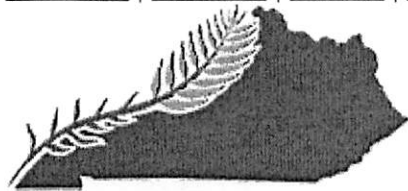
Jennifer,

We have a tentative hold for a Capitol tour on the 25th. Were you able to determine what time you all would be able to get to Frankfort? Once we determine that, we can reserve a specific time. Do you think we could do anything in the morning?

Happy new year,

Matt Frey | Executive Director

Kentucky Financial Empowerment Commission
Phone: 502.564.8823 | Email: Matt.Frey@ky.gov
[Facebook](#) | [LinkedIn](#) | [Twitter](#) | [Website](#)



**Kentucky Financial
Empowerment Commission**

From: Inman, Jennifer <jennifer.inman@boone.kyschools.us>
Sent: Monday, December 20, 2021 11:34 AM
To: Frey, Matt (Treasury) <matt.frey@ky.gov>
Subject: Re: Field Trip?

Sounds great, thank you!

Get [Outlook for iOS](#)

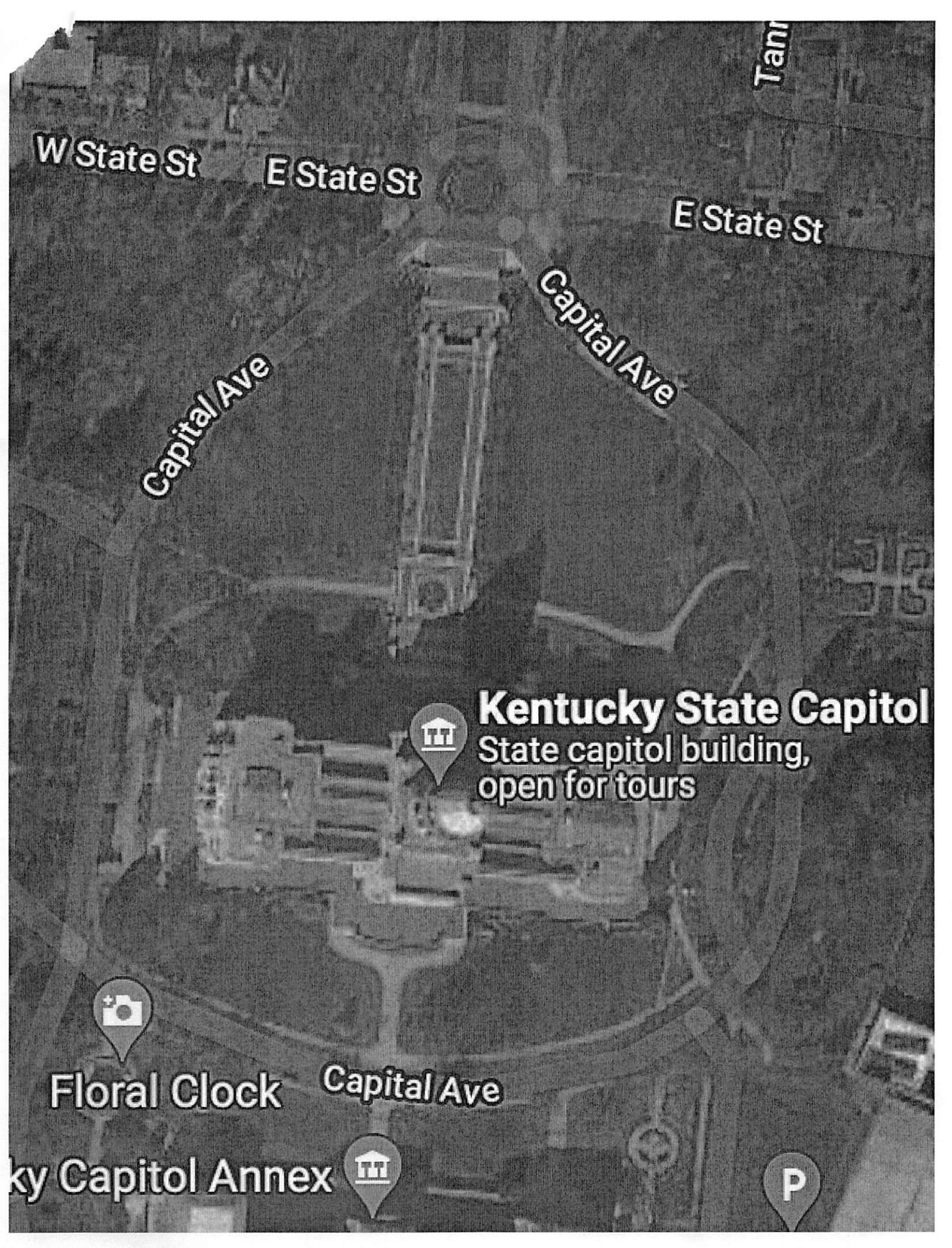
From: Frey, Matt (Treasury) <matt.frey@ky.gov>
Sent: Monday, December 20, 2021 11:33:36 AM
To: Inman, Jennifer <jennifer.inman@boone.kyschools.us>
Subject: RE: Field Trip?

EXTERNAL MESSAGE

Sounds great. On my end, I will confirm the visit with Matt Handy. We will get a Treasury tour and Capitol Tour on the books.

Best,

Matt Frey



W State St

E State St

Tanr

E State St

Capital Ave

Capital Ave

Kentucky State Capitol

State capitol building,
open for tours



Floral Clock

Capital Ave

ky Capitol Annex



P

Inman, Jennifer

From: Rick Bravo <rbravo@executivetransportation.org>
Sent: Tuesday, January 11, 2022 1:19 PM
To: Inman, Jennifer
Subject: RE: Request A Quote

EXTERNAL MESSAGE

Hi Jennifer,

I will have this processed and you should receive a contract tomorrow morning, let me know if you have any questions.

Thanks again,

Rick

Rick Bravo




Vice President of Operations

Executive Transportation

Office: 859.261.8841 | Fax: 859.261.8485

rbravo@executivetransportation.org

www.executivetransportation.org

Follow us on...   



This electronic message transmission contains information which may be confidential. The information is intended for the use of the individual or entity named above. If you are not the intended recipient, and have received this electronic transmission in error, please notify sender then delete immediately.

From: Inman, Jennifer <jennifer.inman@boone.kyschools.us>
Sent: Tuesday, January 11, 2022 1:16 PM
To: Rick Bravo <rbravo@executivetransportation.org>
Subject: RE: Request A Quote

Rick,

Thank you for providing a quote for our trip. We would like to proceed with the booking process. I need a contract to present to our school board for approval.

Thank you,
Jennifer

From: Rick Bravo <rbravo@executivetransportation.org>
Sent: Wednesday, January 5, 2022 8:50 AM
To: Inman, Jennifer <jennifer.inman@boone.kyschools.us>
Subject: RE: Request A Quote

EXTERNAL MESSAGE

Hi Jennifer,

The rate for our 30 passenger mini coach providing service to Frankfort, KY (per your information) would be \$925.00 inclusive.

Please let me know if you have any questions or would like to book.

Thanks,

Rick

Rick Bravo




Vice President of Operations

Executive Transportation

Office: 859.261.8841 | Fax: 859.261.8485

rbravo@executivetransportation.org

www.executivetransportation.org

Follow us on...   



This electronic message transmission contains information which may be confidential. The information is intended for the use of the individual or entity named above. If you are not the intended recipient, and have received this electronic transmission in error, please notify sender then delete immediately.

From: Jennifer Inman <jennifer.inman@boone.kyschools.us>
Sent: Tuesday, January 4, 2022 8:34 PM
To: Reservation Group <reservations@executivetransportation.org>
Subject: Request A Quote

Request Information was received on 01/05/2022 @ 8:34 pm

Request A Quote

Name: Jennifer Inman

Address: 7056 Burlington Pike

City: Florence

State: KY

ZIP: 41042

Phone: 2607292911

Email: jennifer.inman@boone.kyschools.us

Preferred Contact Method: email

More Information

Details of Service: 01/25/22 field trip from Boone County High School to Frankfort, Kentucky. We will be touring the Treasury and the Capitol Building. We are somewhat flexible, but would like to leave around 7:30-7:45ish and return around 3:30ish. Again, these times are flexible. We are working out the details based on the travel expense quote.

Date of Pick Up: Tuesday, January 25 2022

Time: 07:30 AM

Vehicle Type: Mini

Number of Vehicles: 1

Number of Passengers: 18

Names of Passengers: Jennifer Inman

Pickup Location: Boone County High School
7056 Burlington Pike
Florence, KY 41042

Drop off Location: Capital Building
Frankfort, Ky

Return Needed: 01/25/22 - approximately 3:30pm

Additional Information:

[THIS EMAIL IS FROM AN EXTERNAL SOURCE]

[THIS EMAIL IS FROM AN EXTERNAL SOURCE]