

Henderson County Schools Transportation Department

5075 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: Heather Paves Cell Number: 270-869-7669

Date of Departure: 2/2/2022 Time of Departure: ~~10:00 A.M.~~ 10:00 A.M. central

Date of Return: 2/5/2022 Expected Time of Return: 10:00 A.M. Eastern, 9 central

☒ Adequate Supervision (meets ratio criteria)

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

Louisville, Ky

KY International Convention Center

☒ 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:

[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.

[Signature]





## 2022 Kentucky All State Chorus Schedule

### SATB Choir

Dr. Z. Randall Stroope, Conductor

### SSAA Choir

Prof. Christine Bass, Conductor

### TTBB Choir

Dr. Eugene Rogers, Conductor

Wednesday, February 2	1:00-3:00 Registration - Hyatt Ballroom	1:00-3:00 Registration - Hyatt Ballroom	1:00-3:00 Registration - Hyatt Ballroom
	3:30-4:50 Sectional Rehearsals <i>Room locations will be distributed in registration packets</i>	3:30-4:50 Sectional Rehearsals <i>Room locations will be distributed in registration packets</i>	3:30-4:50 Sectional Rehearsals <i>Room locations will be distributed in registration packets</i>
	5:00-7:00 DINNER BREAK	5:00-7:00 DINNER BREAK	5:00-7:00 DINNER BREAK
	7:15-10:30 Rehearsal - KICC M104/M107	7:15-10:30 Rehearsal - KICC M100/M103	7:15-10:30 Rehearsal - KICC M108/M111
	11:00 LIGHTS OUT	11:00 LIGHTS OUT	11:00 LIGHTS OUT

Thursday, February 3	8:00-11:50 Rehearsal - KICC M104/M107	8:00-11:50 Rehearsal - KICC M100/M103	8:00-11:50 Rehearsal - KICC M108/M111
	11:50-2:00 LUNCH BREAK	11:50-2:00 LUNCH BREAK	11:50-2:00 LUNCH BREAK
	2:00-4:50 Rehearsal - KICC M104/M107	2:00-4:50 Rehearsal - KICC M100/M103	2:00-4:50 Rehearsal - KICC M108/M111
	5:00-7:45 DINNER BREAK	5:00-7:45 DINNER BREAK	5:00-7:45 DINNER BREAK
	8:00-8:50 Rehearsal - KICC M104/M107	8:00-8:50 Rehearsal - KICC M100/M103	8:00-8:50 Rehearsal - KICC M108/M111
	9:30-10:20 Talent Show - HR North	9:30-10:20 Talent Show - HR North	9:30-10:20 Talent Show - HR North
	11:00 LIGHTS OUT	11:00 LIGHTS OUT	11:00 LIGHTS OUT

Friday, February 4	9:00-11:50 Rehearsal - KICC M100/M103	9:00-11:30 Rehearsal - KICC M104/M107	9:00-11:50 Rehearsal - KICC M108/M111
	12:00-1:00 LUNCH BREAK	12:00-1:15 Venue Rehearsal - KCA	12:00-1:30 LUNCH BREAK
	1:15-2:45 Rehearsal - KICC M100/M103	1:15-2:45 LUNCH BREAK	1:30-2:45 Venue Rehearsal - KCA
	3:00-4:15 Venue Rehearsal - KCA	2:45-4:35 Rehearsal - KICC M104/M107	3:15-4:45 Rehearsal - KICC M108/M111
	4:15-7:00 DINNER BREAK	4:35-7:00 DINNER BREAK	4:45-7:00 DINNER BREAK
	8:00 Concert - KCA Whitney Hall	8:00 Concert - KCA Whitney Hall	8:00 Concert - KCA Whitney Hall
	11:00 LIGHTS OUT	11:00 LIGHTS OUT	11:00 LIGHTS OUT

## All-State Choir Trip

Eaves, Heather - HCH, Choir <heather.eaves@henderson.kyschools.us>

Mon 1/24/2022 8:59 AM

To: Grasty, Connie - HCH, School Nurse <connie.grasty@henderson.kyschools.us>; Hazelwood, Mary - HCH, School Secretary I <mary.hazelwood@henderson.kyschools.us>

Hello!

These students will be leaving at 9 A.M. on Wednesday, February 2<sup>nd</sup> and returning that Saturday for All-State Choir.

Amani Owens  
Janet Mashindi  
Emily Hayes  
Lilian Martinez-Vitales  
Kennedy Hatfield  
Drew Chandler  
Lincoln Brantley  
Madeline Pendergraft

**Cheerfully,  
Heather Eaves**

**HCHS Choral Director and Fine Arts Coordinator**



## 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: JACEN BOSTON / ELISE DOWDY Cell Number: 710-830-9368 / 217-670-9857

✓ Date of Departure: 02/09/22 Time of Departure: 12:00PM (SUBJECT TO CHANGE)

✓ Date of Return: 02/14/22 Expected Time of Return: TBD

✓ 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\*\***

N/A Notify school cafeteria manager of any lunch needs

Follow all Transportation Department guidelines for bus trips TRANSPORTATION IS STILL BEING FINALIZED.

**\*\*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.**

B. Janner



## UCA Trip Roster-HCHS Cheerleading

Q2/O9/22

1.	Jacey Boston (Coach)		2.
	Kelly Chappel (Coach)	Mackenzie Utley (Coach)	
3.	Jacey Hargiss Jamie & David Hargiss 270-860-0559	Maya Blanford Josh & Cathy Lee Blanford Cathy Lee-270-635-0794; Josh-270-635-0667	4.
5.	Addison Coyle Angela Travis; Brad Coyle Angela-502-931-3996; Brad-502-931-3995	Chole Chandler Amber & Michael Chandler Amber-270-860-6356; Michael-270-860-6505	6.
7.	Addie Chandler Amber & Michael Chandler Amber-270-860-6356; Michael-270-860-6505	Emma Roberson Amy & Stephen Leon Roberson 270-454-4732	8.
9.	Tess Coomes Jeff & Jonne Coomes Jeff-270-860-5071; Jonne-270-860-5072	Payton Denton Eric Denton; Candice Rich Eric-270-635-0800; Candice-270-389-0267	10.
11.	Kyla Burke Stephanie & Jeffrey Burk 270-860-3054	Aubree Sellars Derek & Rebecca Sellars Rebecca-270-860-6153; Derek-270-860-0242	12.
13.	Madelyn Montgomery Mary Jo & Shannon Montgomery Mary Jo-502-541-4043; Shannon-502-544-3782	Hayden Tichenor Lisa Edds-Tichenor & Neil Tichenor 270-724-5051	14.
15.	Tori Allinder Katie & Jacob Allinder 270-860-1739	Olivia Duncan Magan & Brad Duncan 270-860-0892	16.
17.	Cadence Woolfork Amanda Curlin 270-821-4596	Malia Baker Melinda Luntsfod; Larry Baker Melinda-270-860-7740	18.
19.	Emma Gavin John & Julie Gavin 270-860-1616	Lily Sinnett Amy & Gary Sinnett 270-577-5878	20.

Highlighted areas are parents who will be attending the competition & may act as chaperones at different times during the trip.

### Trip Chaperones

<b>Jacey Boston (Head Coach)</b> 270-830-9368	<b>Kelly Chappel (Ast. Coach)</b> 270-339-1029
<b>Mackenzie Utley (Ast. Coach)</b> 270-869-7805	

### Trip Itinerary

(Times depend on transportation, and time of competition performances; Itinerary is subject to change)

**02/09/22**

<b>11:00 AM</b>	<b>Team Lunch at school prior to leaving</b>
<b>12:00 PM</b>	<b>Leave for Orlando Florida-Walt Disney World Resort</b>
<b>7:00 PM</b>	<b>Arrive at halfway point, stay the night at hotel</b>
<b>7:30 PM</b>	<b>Team dinner &amp; Meeting</b>
<b>10:00 PM</b>	<b>Room Checks-Lights Out</b>

**02/10/22**

<b>8:00 AM</b>	<b>Wake up calls &amp; Breakfast (at hotel)</b>
<b>9:00 AM</b>	<b>Leave for the remainder of the trip to Orlando Florida</b>
<b>12:00 PM</b>	<b>Stop for lunch &amp; travel break</b>
<b>1:00 PM</b>	<b>Travel to the arena Tentative time</b>
<b>5:30 PM</b>	<b>Arrive at Walt Disney World Resort-Check into hotel</b>
<b>6:00 PM</b>	<b>Room assignments</b>
<b>7:00 PM</b>	<b>Team Dinner &amp; Team Meeting</b>
<b>8:00-10:00 PM</b>	<b>Team Practice-Performance run through &amp; Team Meeting</b>
<b>10:30 PM</b>	<b>Room Checks &amp; Lights Out</b>



02/11/22

6:00 AM	Wake up calls & Breakfast
7:00 AM	Performance walk through & travel to arena
8:30 AM- 8:00PM	Medium Varsity Game Day Division I Prelims  Time in the parks when time and schedule allows

02/12/22

6:00 AM	Wake up calls & Breakfast
7:00 AM	Performance walk through & travel to arena
8:30 AM- 8:00PM	Medium Varsity Game Day Division I Semi-Finals  Time in the parks when time and schedule allows

02/13/22

6:00 AM	Wake up calls & Breakfast
7:00 AM	Performance walk through & travel to arena
8:30 AM- 8:00 PM	Medium Varsity Game Day Division I Finals  Time in the parks when time and schedule allows

02/14/22

(All times are estimated)

7:00 AM	Wake up calls & breakfast
8:00 AM	Leave for Henderson, KY
11:00 AM	Stop for lunch & travel break
12:00 PM	Continue Home
3:00 PM	Travel Break
6:00 PM	Stop for dinner & travel break
10:00 PM	Travel break
1:00 AM	Arrive at Henderson County High School

Henderson County Schools Transportation Department

5678 Airline Road

Henderson, Ky 42420

Phone: (703) 831-5120

Fax: (703) 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: Hunter Sanders Cell Number: 270 871-4435
- Date of Departure: 2/24/22 Time of Departure: 1pm
- Date of Return: 2/26/22 Expected Time of Return: 3pm
- ☐ 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: \_\_\_\_\_

Hunter Sanders

Signature of Person submitting form

Hunter Sanders

[Signature]

Signature of Principal/Designee

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



**2022 MSU Quad State Students**

**2/24-2/26**

**Emily Hayes  
Andi Slayton  
Sophiann Stone  
Anna Kidd  
Aiden Hite  
Taylor Roge  
Zayne Wolfe  
Austin Piper**

**Supervisors**

**Mr. Hunter Sanders  
Dr. Tyler Simms**

## **ROUGH Quad State Itinerary**

### **2/24**

11:30am	Leave HCHS
1:45pm	Arrive at MSU
2:30-5:30	Auditions/Eat dinner
6-9pm	Clinics/Rehearsal
9:30	Hotel (Holiday Inn)
10pm	Call time for bed

### **2/25**

Students will practice throughout the day. They will have time to eat meals.

### **2/26**

Check out of the hotel.

Students will have a short rehearsal before their concert.

The concert usually starts mid-day.

After the concert, we will head back to HCHS.



## **Location**

**Murray State University- Fine Arts Building**

**102 Curris Center, Murray, KY 42071**

January 31, 2022

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. The students listed in the enclosure competed in and qualified for various events as listed. 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 February 27, 2022 - March 1, 2022 at the Galt House in Louisville, Kentucky.

ICDC will be held April 22 - 27, 2022 in Atlanta, Georgia.

I am seeking permission for Mrs. Marilyn Dorsey, myself, and other certified staff as necessary, to chaperone qualifying students on these overnight trips. Of course, we will also obtain parental permission and follow all current COVID protocols.

Thank you for considering this matter.

Sincerely

*Courtney Givens*

Courtney Givens  
enclosure

*Amanda Racer*  
2/2/22



## Henderson County Schools Transportation Department

5675 Airline Road  
Henderson, Ky 42420

Phone: (270) 831-5120

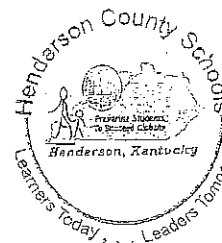
Fax: (270) 831-5122

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

DECA-SCDC

#### Checklist:

- ✓ Sponsor/Coach Name: Courtney M. Givens Cell Number: 270-635-5417
- ✓ Date of Departure: 2/27/22 Time of Departure: Noon (Sunday)
- ✓ Date of Return: 3/1/22 Expected Time of Return: 3:30p (Tuesday)
- ✓ Adequate Supervision (meets ratio criteria) Marilyn Dorsey
- \*\*Please List Names of Chaperones\*\***

✓ Obtain parent/guardian permission forms - packet for students

**\*\*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 Submitted 10/21/21

**\*\*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 - from 2020

\_\_\_ Other specific needs: \_\_\_\_\_

\_\_\_\_\_  
Signature of Person submitting form

Amara Lacer

Signature of Principal/Designee

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

# Jefferson County Schools Transportation Request for Extracurricular Trips

SCDC

Requested by:	Courtney Givens		
Date Submitted:	10/21/21	School:	HCIS
Group:	DECA		
Funding Source for Trip Cost:	DECA		
Destination:	Louisville, KY		
Purpose of Trip:	DECA, SCDC (competition)		
Date(s) of Trip:	2/21/2022 - 3/1/2022		
	Departure Time (CST)	Arrival Time (CST)	
To the Event:	None AM / PM	3:00	AM / <u>PM</u>
On Return Trip:	1:30 AM / <u>PM</u>	3:30	AM / <u>PM</u>
Street:	140 4th Street		
City, ST:	Louisville, KY	ZIP	42420
Number of Students	20	Number of Adults	4 Total: 24
Number of Vehicle(s) Required:	Bus	<u>X</u> SUV	Car
	Will you require a handicap-accessible bus?		Yes <u>No</u>
	Does the driver need to remain with group during the event?		Yes <u>No</u>
Emergency Contact Number of Sponsor:	(270) 635-5417		
Additional Requirements:	None		
Medical Needs:	None		
Employee Signature:	Courtney Givens		

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

## 2020 State Career Development Conference

### Sunday, March 1

- 2:00 PM DECA Chapter and Hotel Room check-in begins ..... Café' Magnolia
- 2:00 PM Exhibits ..... Headquarters Hallway
- 2:00 PM ShopDECA ..... Poplar
- 3:00 PM Advisor of the Year Interviews ..... Walnut
- 3:00 PM Testing for Substitutes ..... Willow
- 4:00 PM Testing for All Other Events ..... Willow
- 5:30 PM Officer Candidate Screening ..... Walnut  
(All candidates and their advisors for Scheduling Test)
- 7:30 PM ALL Advisors and Chaperones ..... Daisy  
Conference Orientation  
Event Coordinators Briefing
- 7:30 PM Workshop by Keynote Speaker-Kyle Wilkom ..... Archibald/Cochran  
All Students should attend
- 8:30 PM Business U Workshop for Advisors ..... Daisy
- 8:30 PM Dress for Success Workshop for Students ..... Combs Chandler
- 9:30 PM First General Session ..... Archibald/Cochran  
(Dress is Business Attire or MDA Shirt/Khakis)  
Conference Theme  
Introduction of State Officers  
Welcome to Special Guests  
Welcome from Executive Officer-CRVP-Dalton Green  
Conference Orientation  
Recognition
- 11:00 PM Posting of Event Performance/Interview .....  
Times
- 11:30-6:00 AM Curfew!

### Monday, March 2

- 8:00 AM ShopDECA ..... Poplar
- 8:00 AM AM Events – Event Coordinators Setup:  
State/Written Event Coordinator-Jayne Harris  
Team Decision Making Event Coordinator-Cynthia Smith  
Series/Principles/Personal Fin Events Coordinator-Lisa Hurt
- 8:30 AM – Competitive Events - Participants  
4:00 PM (See Summary Schedule of Competitive Events)  
Holding Rooms:  
TDM, Series, Principles, Personal Fin-Carroll-Ford  
Written, Prof Selling, Fin Consulting, IMC, and State Events-Azalea
- 8:00 AM – Judge's Registration ..... Daisy  
2:00 PM
- 11:45 AM – Judge's Luncheon ..... Daisy  
1:00 PM

*Agenda from  
2020.*

*2022 will be  
similar*



- 12:30 PM **PM Events – Event Coordinators Setup**  
 State/Written Event Coordinator-Jayne Harris  
 Team Decision Making Event Coordinator-Cynthia Smith  
 Series Events/Principles/Personal Fin Events Coordinator-Lisa Hurt
- 1:00-5:00 PM **Officer Candidate Interviews**..... Willow
- 7:00 PM **Voting Delegate Session** ..... Archibald/Cochran
- 7:30 PM **Recognition Session**..... Archibald/Cochran  
 (Dress is Business or Formal attire)  
 Recognition of Guests  
 Keynote Speaker: Kyle Wilkom  
 Special Recognitions
- 9:30-11:00 PM **DECA Dance** (Dress is Khakis/Jeans with MDA Shirt or School Shirt)..... Café' Magnolia
- 11:30-6:00 AM **Curfew!**

### **Tuesday, March 3**

- 7:30 AM **Advisors Forum/Breakfast/National Update** ..... Daisy  
 Chapter materials available for pickup
- 9:00 AM **Awards Assembly**..... Archibald/Cochran  
 (Dress is Business Attire)  
 Presentation of Awards  
 Outstanding Member Recognition  
 Installation of Officers  
 Retirement of Officers  
 Adjournment
- \*Immediately following New State Officer/Advisor Meeting with State Advisor
- 11:00 AM **Travel Home and Prepare for the International DECA Conference.**
-

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 SCHOOL REQUESTED BY: CHRIS COOK

CLASS/ORGANIZATION: KUNA

Departure Date and Time: March 6, 2022

Return Date and Time: March 8, 2022

Destination: Louisville, KY (Galt House)

Purpose/Expected Benefits: KUNA State Conference

Is a Bus or Car Needed? School SUV Has a Driver Been Contacted? Chaperones are driving. Transportation has been contacted.

Number of Students: 12 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 \_\_\_\_\_ KUNA (school account) \_\_\_\_\_  
(name of account)

  
Principal's Signature

02/17/02  
Date

\_\_\_\_\_  
Board Approval/needed for overnight trips

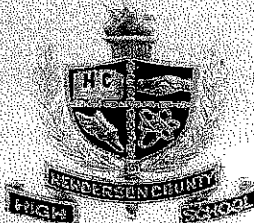
\_\_\_\_\_  
Date

**RELATED PROCEDURES:**

09.36 (all procedures)

Review/Revised:9/19/2016

Tommy Ranson  
Coordinating Principal  
[tommy.ranson@henderson.kyschools.us](mailto:tommy.ranson@henderson.kyschools.us)  
2424 Zion Road  
Henderson, Kentucky 42420  
Telephone: (270) 831-8810  
Fax: (270) 831-8888



## Henderson County High School

Dear Board of Education and Superintendent, Dr. Bob Lawson,

Beverly Davis and I would like to take eight students to Louisville, Kentucky to participate in FCCLA STAR Events Competition and FCCLA State Meeting. Students will participate in STAR EVENTS and attend FCCLA State Meeting. We would need to leave March 22nd at 8 am and will return March 25th by 4:00 pm. The purpose of this trip is to encourage students to strengthen their industry, communication, leadership, and self-esteem skills. The students going: Erica Henderson, Tyler Brocato, Elijah Ledoux, Jasmine Satcher, Miranda Purdy, Nevaeh Duncn, AMyia Smith, and Laney Murphy. Scholarships are awarded to the winners of the competition from Sullivan University.

Thank you,

Ginny Johnson, FACS Teacher  
HCHS  
2424 Zion Road  
Henderson, Ky. 42420  
Phone: 270.952.5119

**2022 Kentucky FCCLA 77<sup>th</sup> Meeting**  
**Galt House, Louisville, KY**  
**March 23-25, 2022**  
**Theme: "KY FCCLA Reunited"**

**Tuesday March 22, 2022**

<b>4:00 PM</b>	<b>State Executive Council Meeting</b>
<b>7:00 PM</b>	<b>Registration</b>
<b>7:30 PM</b>	<b>State/National Officers Candidate Orientation</b>
<b>8:00 PM</b>	<b>State/National Officers FACTS TEST</b>

**Wednesday March 23, 2022**

<b>7:30 AM- 8:30 PM</b>	<b>Registration</b>
<b>8:00 -10:00 AM</b>	<b>Star Event Judges Orientation</b>
<b>10:00AM-5:00 PM</b>	<b>STAR Event Competition</b>
<b>10:15AM-3:00 PM</b>	<b>State Officer Nominating Committee Orientation</b>
<b>11:30-4:30 PM</b>	<b>State Officers Candidates Round Robin Interviews</b>
<b>12:00-6:00 PM</b>	<b>Rehearsals for Executive Council</b>
<b>2:00- 4:15PM</b>	<b>Preconference Sessions</b>
<b>4:30-5:30 PM</b>	<b>Rehearsals, Regional Presidents</b>
<b>5:30-6:30 PM</b>	<b>Open Session - Officer Candidates on Stage Interviews</b>
<b>7:15-8:30 PM</b>	<b>Alumni &amp; Associates Meeting/ Reception</b>
<b>8:45- 9:30 PM</b>	<b>Opening General Session</b>
<b>9:45- 10:30PM</b>	<b>Think Fast Interactive</b>
<b>11:30 PM</b>	<b>Curfew</b>

**Thursday March 24, 2022**

<b>8:00 AM- 4:00 PM</b>	<b>Registration</b>
<b>8:00 AM- 8:45 AM</b>	<b>Say Yes to FCS Signing Ceremony</b>
<b>9:00 AM</b>	<b>Second General Session - Business Session</b>
<b>10:00 AM- Noon</b>	<b>Exhibits/Concurrent Sessions</b>
<b>11:45 AM</b>	<b>Lunch on own</b>
<b>12:30 PM</b>	<b>State Officer &amp; Adviser, Nominating Committee Meetings &amp; Interviews</b>
<b>1:15 PM</b>	<b>Breakout sessions</b>
<b>4:00 PM</b>	<b>Decade of Service Rehearsal</b>
<b>6:15 PM</b>	<b>Banquet Assembly</b>
<b>10:30 PM</b>	<b>Celebration</b>
<b>11:30 PM</b>	<b>Curfew</b>

**Friday March 25, 2022**

<b>7:30 AM</b>	<b>Rehearsal for Officer Installation</b>
<b>8:00 AM</b>	<b>Hotel Check Out</b>
<b>8:45 AM</b>	<b>Assembly of STAR Event Participants</b>
<b>9:00 AM- Noon</b>	<b>Closing Session STAR Events Recognition Session</b>
<b>11:30- 12:30 PM</b>	<b>Installation of 2022-2023 KY FCCLA State Officers National Meeting Delegates &amp; STAR Participants</b>
<b>12:30-1:00PM</b>	<b>Meeting with 2022-2023 State Officers</b>
<b>12:30-6:30 PM</b>	<b>Bus Loading</b>



## 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: Beverly Davis Ginny Johnson Cell Number: 270-952-5119

✓ Date of Departure: 3/23/22 Time of Departure: 8 AM

✓ Date of Return: 3/25/22 Expected Time of Return: 3:30 pm

✓ Adequate Supervision (meets ratio criteria)

**\*\*Please List Names of Chaperones\*\*** Beverly Davis, Ginny Johnson

✓ 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: \_\_\_\_\_

Ginny Johnson (Virginia)  
Signature of Person submitting form

Amarda Bacon  
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:	Ginny Johnson		
Date Submitted:	1/21/22	School:	HCHS
Group:	FCCLA		
Funding Source for Trip Cost:	FCCLA #315		
Destination:	GALT House Louisville Ky		
Purpose of Trip:	FCCLA STATE Meeting / STAR EVENTS		
Date(s) of Trip:	3-22-22 thru 3-25-22		
	Departure Time (CST)	Arrival Time (CST)	
To the Event:	8:00 AM / PM	11:00 AM / PM	
On Return Trip:	12:30 AM / PM	3:30 AM / PM	
Street:	140 N 4th St		
City, ST:	Louisville Ky	ZIP	40202
Number of Students		Number of Adults	Total:
Number of Vehicle(s) Required:	Bus	SUV	2 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) 952-5119		
Additional Requirements:			
Medical Needs:			
Employee Signature:	Virginia A Johnson / Beverly Davis		

We will drive

Office Use	ORG:		PROJ:	
	Principal Approval:	Amanda Lacey		
	Date of Approval:	1/22/22		



## E-Town Tourney

Henderson County Schools Transportation Department

3615 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: Shannon Troutman Cell Number: 270-860-7162
- ✓ Date of Departure: APRIL 8<sup>th</sup> Time of Departure: 3:30 P.M.
- ✓ Date of Return: APRIL 9<sup>th</sup> Expected Time of Return: 7:45 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\*\**
- N/A 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  
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 and student list for Elizabethtown Tourney:**

### **Players:**

Kaytlan Kemp, Julianna Hibbs, Haleigh Beck, Kelsie Hill, Mallorie Stone, Anna Willett, Kendal Hargrove, Jamaya Byrum, Taylor Troutman, Hallie McCracken, Alyse Rollings, Anna Kemp, Ayden Bennett, Maggie Grogan, Addison Duncan, Braylin Risley.

### **Itinerary:**

- Leave April 8<sup>th</sup> at 2:00 pm from North Field.
- Arrive in Elizabethtown at 5:00 pm local time and check in hotel.
- Go out to eat as a team at 6:00 pm. Location pending.
- Back to hotel by 8:00 pm
- Leave hotel at 8:00 am for softball complex.
- Leave softball complex at approximately 6:00 pm after games and come back to Henderson.



## GREY CROSSING TOURNEY

Henderson County Schools Transportation Department

5675 Airline Road

Henderson, Ky 42420

Phone: (760) 831-5120

Fax: (760) 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: SHANNON TROUTMAN Cell Number: 270-860-7162
- ✓ Date of Departure: APRIL 29 Time of Departure: 1:30 P.M.
- ✓ Date of Return: APRIL 30 Expected Time of Return: 8:00 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\*\*
- N/A 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 an itinerary

Other specific needs: \_\_\_\_\_

S. Troutman  
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 and student list for Great Crossing Tourney:**

### **Players:**

Kaytlan Kemp, Julianna Hibbs, Haleigh Beck, Kelsie Hill, Mallorie Stone, Anna Willett, Kendal Hargrove, Jamaya Byrum, Taylor Troutman, Hallie McCracken, Alyse Rollings, Anna Kemp, Ayden Bennett, Maggie Grogan, Addison Duncan, Braylin Risley.

### **Itinerary:**

- Leave April 29<sup>th</sup> at 2:00 pm from North Field.
- Arrive in Georgetown at 6:00 pm local time.
- Food arrangements delivered to field. Location pending.
- Play game Friday night at 8:00 pm.
- Go to hotel by 10:30 pm and check in.
- Leave hotel at 9:00 am for softball complex.
- Leave softball complex at approximately 4:00 pm after games and come back to Henderson.

## BEST OF THE WEST

Henderson County Schools Transportation Department

5075 Arline 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: SHANNON TROUTMAN Cell Number: 270-860-7162
- Date of Departure: MAY 13 Time of Departure: 1:30
- Date of Return: MAY 14 Expected Time of Return: 8:00 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: \_\_\_\_\_

S. Troutman  
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 and student list for Best of West Tourney:**

### **Players:**

Kaytlan Kemp, Julianna Hibbs, Haleigh Beck, Kelsie Hill, Mallorie Stone, Anna Willett, Kendal Hargrove, Jamaya Byrum, Taylor Troutman, Hallie McCracken, Alyse Rollings, Anna Kemp, Ayden Bennett, Maggie Grogan, Addison Duncan, Braylin Risley.

### **Itinerary:**

- Leave May 13<sup>th</sup> at 2:00 pm from North Field.
- Arrive in Bowling Green at 4:00 pm local time.
- Check in hotel and get food.
- Play game Friday night at 7:00 pm.
- Go to hotel by 9:30 pm and check in.
- Leave hotel at 8:00 am for softball complex.
- Leave softball complex at approximately 4:00 pm after games and come back to Henderson.