

July 19th, 2022

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 Veterinary Science Team that will be competing during that time. The itinerary has not been released from the National FFA at this time. The dates we would be attending are October 26-28, 2022.

Respectfully Submitted,

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

A handwritten signature in cursive script that reads "Amanda Rae".

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: Keishy Lancaster Cell Number: 731-415-5796

___ Date of Departure: 10/26/22 Time of Departure: 7:30 AM

___ Date of Return: 10/28/22 Expected Time of Return: 5:00 PM

___ Adequate Supervision (meets ratio criteria)

****Please List Names of Chaperones**** Keishy 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****

___ 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: _____

Keishy Lancaster
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#: 03552

Henderson County Schools

Transportation Request for Extracurricular Trips

Requested by:	Kristy Lancaster		
Date Submitted:	7-19-2022	School:	HCHS
Group:	FFA		
Funding Source for Trip Cost:	FFA		
Destination:	Indianapolis, IN		
Purpose of Trip:	To attend National FFA Convention and compete in the National Vet Science contest.		
Date(s) of Trip:	Oct 26th - 28th, 2022		
	Departure Time (CST)		Arrival Time (CST)
To the Event:	7:30	AM / PM	10:30 AM PM
On Return Trip:	2:00	AM / PM	5:00 AM / PM
Street:	100 S. Capitol Ave.		
City, ST:	Indianapolis, IN	ZIP	46225
Number of Students	11	Number of Adults	2 Total: 13
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?		<input checked="" type="radio"/> Yes No
Emergency Contact Number of Sponsor:	(731) 415-5796		
Additional Requirements:			
Medical Needs:			
Employee Signature:	Kristy Lancaster		

Office Use	ORG:		PROJ:	
	Principal Approval:	Amanda Lacer		
	Date of Approval:	7/26/22		