

August 29, 2022


Dear School Board Members,

On Wednesday, September 14-15, 2022 HCHS FBLA is asking permission to take 2 students to the Kentucky FBLA State Executive Council Meeting in Louisville, Kentucky at Fairfield Inn Louisville East. The students will be accompanied by Danna Robinson..

We will leave Henderson County High School at 12:00 p.m. on Wednesday and return on Thursday afternoon around 5 p.m.

The students that are requesting to be able to attend are Brooklyn Burris and Joe Coghill. Brooklyn is currently serving as FBLA State Secretary and Joe is the current Region 1 President and they are both on the State FBLA Board.

Thanks,


Danna Robinson





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: Danne Robinson Cell Number: 270600450

✓ Date of Departure: 9-14-2022 Time of Departure: 11:30 am

✓ Date of Return: 9-15-2022 Expected Time of Return: 5:00 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: _____

Danne Robinson

Signature of Person submitting form

Amanda Green

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#:

03713

Henderson County Schools

Transportation Request for Extracurricular Trips

Requested by:		Danne Robinson	
Date Submitted:		8-29-2022	School: HCHS
Group:		FBLA	
Funding Source for Trip Cost:		Perkins	
Destination:		Louisville - Fairfield Inn, Blankenship Road	
Purpose of Trip:		FBLA State Executive Council Meeting	
Date(s) of Trip:		9.14-2022 & 9.15-2022	
		Departure Time (CST)	Arrival Time (CST)
To the Event:		11:30 AM/PM	2:30 AM/PM
On Return Trip:		1:00 3:00 AM/PM	5:00 AM/PM
Street:		1220 Ky Mills Dr	
City, ST:		Louisville Ky	ZIP 40299
Number of Students		2	Number of Adults 1 Total: 3
Number of Vehicle(s) Required:		Bus	SUV <input checked="" type="checkbox"/> Car
		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
Emergency Contact Number of Sponsor:		(270) 860-0455	
Additional Requirements:			
Medical Needs:			
Employee Signature:		Danne Robinson	

Office Use	ORG:	8/30/22	PROJ:	LOVF
	Principal Approval:		Amanda Lacer	
	Date of Approval:		8/30/22	

Schedule for State Executive Council Meeting
9/14/22-9/15/22
Fairfield Inn-East Louisville

Depart HCHS: 11:30

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

Arrive at Fairfield Inn: 5:00 p.m. CDT on 9/14/22

Check-In: 5:15p.m. (Debbie Barnett and Connie Witt will pass out the keys to the rooms. Students will be sharing rooms with other state officers)

Region and State Officer Photos: 5:30

Meetings start at 6 that evening.

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

Departure Fairfield Inn 3:00

Arrival back to HCHS: 5:00 p.m.

Student Officers on the Council that will be traveling from Henderson County High School:

Brooklyn Burris, State Secretary
Joey Coghill, Region 1 President

Chaperone:

Danna Robinson

Amanda Lacer

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- Sponsors and coaches shall be trained annually to administer medication

Checklist:

Sponsor/Coach Name: Chelsie Staples Cell Number: 270-577-3330

Date of Departure: 03-01-23 Time of Departure: 6:00 AM

Date of Return: 03-06-23 Expected Time of Return: 7:00 PM

Adequate Supervision (meets ratio criteria)

****Please List Names of Chaperones**** Chelsie Staples & Mary Anne O'Daniel

Obtain parent/guardian permission forms to "NDA Nationals 2023"

****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**** Orlando, FL

Notify school cafeteria manager of any lunch needs to compete

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 - See Back

****Rider's list must contain all rider's names and an emergency contact name and number****

Attach and itinerary

Other specific needs: _____

Chelsie Staples
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.

- 1- Gracie McCormick
- 2 Gracie Johnson
- 3 Rylee Lett
- 4 Addie Clark
- 5 Liv Staples
- 6 Sylen Smith
7. Kaya Morrow
8. Mylie Griffin
9. Jacy Wallace
10. Lancy Morris
11. Jaylee Duncan
12. Addison Kirkwood
13. Adelyn Boswell