

School-Related Student Trip Request Form

INSTRUCTIONS

1. Requests for trips (athletic events, conferences, field trips, etc....) must be submitted **3 weeks** prior to trip.
2. Requests for **overnight** or **out-of-state** trips must be submitted **6 weeks** prior to trip.
3. Please attach a tentative transportation itinerary, including any planned stops.
4. If overnight trip, attach name, address and phone number of lodging.

SCHOOL ACCTC FACULTY MEMBER IN CHARGE Marideth Trammel and Leslie Stwall

TYPE OF TRIP (CHECK ONE):

Classroom Field Trip ☐ Organization/Club Trip, specify DECA
 Class Trip (i.e. junior, senior), specify _____ Other (Athletic, etc...) specify, _____

DESTINATION: WKU ADDRESS 1906 College Heights Blvd PHONE 270-745-5793

Out of State ☐ Out of County ☒ Within County ☐ Overnight ☒

DATE(S) OF TRIP Feb 1, 2023 TIME YOU PLAN TO DEPART FROM SCHOOL 7:50 a.m.

APPROXIMATE TIME YOU PLAN TO BE BACK AT SCHOOL 6:00 p.m.

PURPOSE/EDUCATIONAL VALUE students to compete at the regional level

BILL TRIP EXPENSES TO: DECA

Attach a description of estimated expenses including, but not limited to, lodging, meals, registration, and all other anticipated travel expenses.

NO STUDENT SHALL BE DENIED THE TRIP BECAUSE OF AN INABILITY TO PAY

NUMBER OF: Students 60 Faculty Sponsors 2 Other Chaperones Haustun Porter
 Total # of Participants (Riders) 62

MODE OF TRANSPORTATION

Is District Transportation Needed? No ☒ Yes, see Procedure 09.36 AP.212

Certificated Common Carrier (i.e. Charter Bus), specify company _____
 Private Vehicle, if allowed by policy; specify driver(s) _____

Any special transportation needs? (e.g. under storage compartments for luggage, etc...) - Bus is still just a day trip.

SUPERVISION (ATTACH LIST OF NAMES OF ADULTS ACCOMPANYING STUDENTS ON TRIP)

Have all chaperones undergone the required records check and been designated by the principal/designee to supervise students? ☒ Yes ☐ No

Marideth Trammel
 Signature of Faculty Sponsor

 Date

Trip has been ☒ approved ☐ disapproved, reason for disapproval _____

[Signature]
 Signature of Superintendent/Designee

8-26-22
 Date

For overnight and/or out of state trips, approval of thee Superintendent and/or Board may be required by policy 09.36.

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SCHOOL ACSHS FACULTY MEMBER IN CHARGE Diane Towe

TYPE OF TRIP (CHECK ONE):

Classroom Field Trip Organization/Club Trip, specify _____

Class Trip (i.e. junior, senior), specify _____ Other (Athletic, etc...) specify, Cheer competition

DESTINATION: Louisville-^{KY} Expo Ctr. ADDRESS 937 Phillips Ln PHONE (502) 367-5000

Out of State

Out of County

Within County

Overnight

DATE(S) OF TRIP 2/24/23 - 2/26/23 TIME YOU PLAN TO DEPART FROM SCHOOL 4:00 pm 2/24/23

APPROXIMATE TIME YOU PLAN TO BE BACK AT SCHOOL 8:00 pm 2/26/23

PURPOSE/EDUCATIONAL VALUE Cheer competition

BILL TRIP EXPENSES TO: Cheer Boosters

Attach a description of estimated expenses including, but not limited to, lodging, meals, registration, and all other anticipated travel expenses.

NO STUDENT SHALL BE DENIED THE TRIP BECAUSE OF AN INABILITY TO PAY

NUMBER OF: Students 27 Faculty Sponsors 1 Other Chaperones 1
Total # of Participants (Riders) 29

MODE OF TRANSPORTATION

Is District Transportation Needed? No Yes, see Procedure 09.36 AP.212

Certificated Common Carrier (i.e. Charter Bus), specify company _____

Private Vehicle, if allowed by policy; specify driver(s) _____

Any special transportation needs? (e.g. under storage compartments for luggage, etc...) _____

SUPERVISION (ATTACH LIST OF NAMES OF ADULTS ACCOMPANYING STUDENTS ON TRIP)

Have all chaperones undergone the required records check and been designated by the principal/designee to supervise students? Yes No

Diane A. Towe
Signature of Faculty Sponsor

1/5/22
Date

Trip has been approved _____ disapproved, reason for disapproval _____

Signature of Superintendent/Designee

Date

For overnight and/or out of state trips, approval of thee Superintendent and/or Board may be required by policy 09.36.

CHEER DERBY COMPETITION
FEBRUARY 24-26, 2023

KENTUCKY EXPO CENTER

Hotel: Staybridge Suites
380 Farmington Avenue
Louisville, KY

9 rooms-1 coaches' room, 1 bus driver room, 7 athlete rooms
\$208.99/per room per night

The hotel is within walking distance provided the weather is suitable.

Meals will be at the expense of the parents and/or booster club, but the hotel offers complimentary breakfast.

Depart from ACSHS 4:00pm Friday, February 24, 2023
Arrival to ACSHS 7:00pm Sunday, February 26, 2023

***We do not have the schedule for the competition as registration is still open and will be based on the number of teams participating. We may only need to stay one night in Louisville, but it will depend on our performance time.



LOUISVILLE

GRAND NATIONALS

Kentucky Expo Center

Louisville, Kentucky

February 25-26, 2023

SCHEDULE

Saturday

- Novice
- Rec
- School
- Dance
- Prep
- Elite

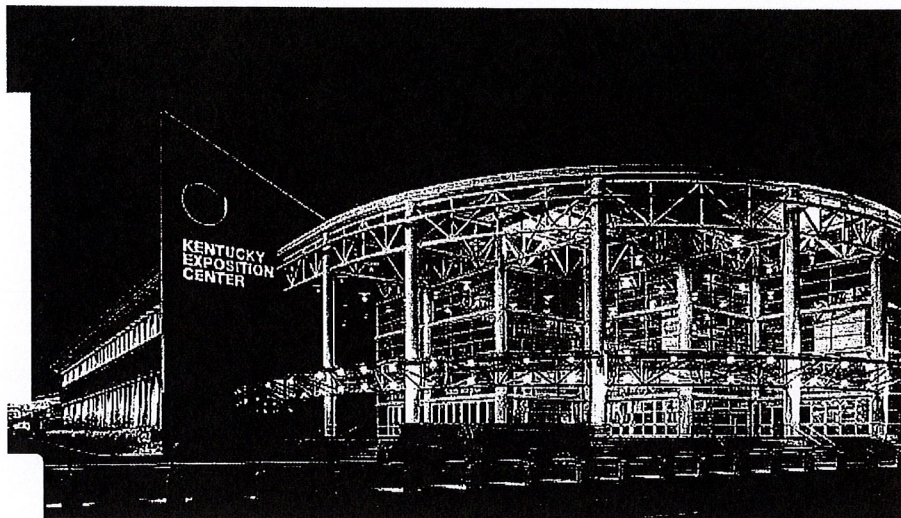
For an Overall category to be awarded there must be a minimum of 5 teams in the category.

Sunday

- Exhibition
- CheerAbilities
- DanceAbilities
- Elite

Subject to change

The detailed event schedule is released to coaches the week of the event. Please check with your coach for your times.



BID EVENT!



Cheer Derby
610 S. Lewis Street
Glasgow, KY 42141
info@CheerDerby.com

1-877-337-2930

*Registration is not considered complete until payment is received.
If payment is made after the early deadline, on time pricing will apply.



Diane Towe <diane.towe@allen.kyschools.us>

Your Reservation Confirmation # 44623596 at Staybridge Suites.

1 message

Staybridge Suites <StaybridgeSuites@tx.ihg.com>

Mon, Jan 9, 2023 at 3:07 PM

Reply-To: Staybridge Suites <reply-fec9157077650d74-17_HTML-66277411-514005573-92283@tx.ihg.com>

To: diane.towe@allen.kyschools.us

Thank you for booking with Staybridge Suites.

[View with Images](#)



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STAYBRIDGE SUITES LOUISVILLE - EXPO CENTER

380 Farmington Ave
Louisville, KY United States 40209

Hotel Front Desk: 15029536000

Email: fdstayky@gmail.com

Guest Name: DIANE TOWE

Check In:	Check Out:	Rooms:	Adults:
24 Feb 2023	— 26 Feb 2023	1	4
4:00 PM	11:00 AM		

[Modify Reservation](#)

[Customer Care](#)

[Property Overview](#)

[Download the IHG App](#)

[Ground Transportation](#)

[Cancel Reservation](#)

**YOUR CONFIRMATION NUMBER IS: 44623596. SELECT YOUR
PREFERENCES BEFORE YOUR STAY.**

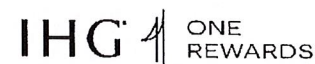
1 KING BED STUDIO SUITE WITH KITCHENETTE

Rate Type: IHGR RATE

Number of Rooms: 1

Room Rate Per Night:

Fri 24 Feb 2023 - Sun 26 Feb 2023 \$238.99 (USD)



[Discover your new benefits](#)

Estimated Earnings:

2390 IHG REWARDS POINTS

Total Taxes: \$76.82 (USD)

Estimated Total Price: \$554.80 (USD)

[View More Reservation Details](#)

Cancellation Policy: Canceling your reservation before 6:00 PM (local hotel time) on Wednesday, 22 February, 2023 will result in no charge. Canceling your reservation after 6:00 PM (local hotel time) on 22 February, 2023, or failing to show, will result in a charge equal to the first night's stay per room to your credit card or other guaranteed payment method. Taxes may apply. Failing to call or show before check-out time after the first night of a reservation will result in cancellation of the remainder of your reservation.

Rate Description: Exclusive savings for our IHG One Rewards Members. Must be an IHG One Rewards Member to book.

HOTEL INFORMATION:

Don't forget to take a look at the latest [Travel Advisories](#) before embarking on your trip.

Early Departure Fee: \$175.00 (USD)

Pet Policy: Pet Fee 75 USD for 1 to 6 nights. 7 nights or more an additional 75 USD fee applies. Non Refundable Sanitation Fee 50 USD

* Additional taxes and charges may apply. Other hotel-specific service charges may also apply.

Weapon Policy: † This hotel does not allow any guns on its premises. This prohibition includes concealed and openly carried handguns.

THINGS TO DO

Make the most of your stay, check out local information and nearby attractions.

[See What's Local](#)

PLACES TO DINE

Explore Louisville dining and restaurants in the nearby area.

[See What's on the menu](#)

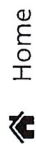
RATE YOUR SERVICE

Thank you for calling our Reservations department. Please provide feedback for your phone representative.

[Give Your Feedback](#)



Navigation



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Staff & Others



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Questions? Contact: CD@regchamp.com (<mailto:CD@regchamp.com>)

Your Registrations this Season (See Invoice for Payment Instructions)

Update Balances

Event ID	Event	#P	#S	A-X	Alerts	Balance Due
5060	Louisville Grand Nationals	27	2	0	▲	\$2,430.00

- ***How do I register for Competitions?***

- First, enter any new Participants HERE (<http://regchamp.com/StudentSearch1.aspx?OpenWizard=true>)
- Click "Add Participants" and select your method of choice:
 - Transfer from another RegChamp account
 - or Upload Excel file of Participant names and birthdates
 - or Enter Participants one-at-a time
 - Step by Step: Adding Participants (<https://www.dropbox.com/s/dsy8iyzno5hxqx6/Adding%20Athletes-%20one%20at%20a%20time-%20coaches.pdf?dl=0>)
 - Step by Step: Uploading Participants (<https://www.dropbox.com/s/5dpyei0oo8q8lml/Uploading%20Participants.pdf?dl=0>)
- Second, enter any Staff HERE (<https://regchamp.com/StaffSearch.aspx>)
 - Click on "Add" to enter any coach/staff members
 - Be sure to include emails for access to team updates, scores, etc.
- Third, create Teams HERE (<http://regchamp.com/TeamHome.aspx>)
 - Select "Create a New Team"
 - Follow prompts for team name, routine type, etc.
 - Select participants you wish to add to that team
 - Select event from drop-down menu, choose division, and accept event policy terms
 - Step by Step: Creating a Team (<https://www.dropbox.com/s/ie5ukz78i0kxgd7/Creating%20A%20New%20Team%20Coaches.pdf?dl=0>)
 - Step by Step: Editing a Team (<https://www.dropbox.com/s/44yc5wotw52oibx/Editing%20a%20Teams%20Coaches.pdf?dl=0>)
- Fourth, select an Event HERE (<http://regchamp.com/EventHome.aspx>)
 - Go to "Events"
 - Select "Go!" next to the event you would like to attend
 - Import your selected teams from the drop down menu (if not completed in third step)

Name	Grade	Shirt Size
Olivia Davis	12	S
Trinity Duke	12	L
Mary Grace Farley	12	M
Gracie Gregory	12	M
Harleigh Grissom	12	M
Sarah Beth Meador	12	S
Raeleigh Steenbergen	12	S
Riley Swygart	12	S
Lara Clark	11	S
Claire Robison	11	M
Natalee Binion	10	S
Savannah Cheatham	10	S
Kelsey Herrington	10	S
Alura Keith	10	M
Emma Monroe	10	S
Ellie Pearson	10	S
Kadence Strain	10	S
Kloie Widenhouse	10	M
Alisha Burgess	9	S
Danica Harmon	9	M
Kloie Johnson	9	S
Payton Law	9	M
Lauren Tabbert	9	M
Makenna Talbott	9	S
Madison Gaddis	8	S
Autumn Keith	8	S
Lilee Temple	8	S