

December 15, 2022

Dear School Board Members,

On Wednesday, January 11, 2023 HCHS FBLA is asking permission to take 2 students to 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 11:30 a.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

Schedule for State Executive Council Meeting
1/11/23-1/12/23
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

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: 270 860 0455

✓ Date of Departure: 11/11/2023 Time of Departure: 11:30 am

✓ Date of Return: 11/12/2023 Expected Time of Return: 5:00 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

✓ 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 Hoyer
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#:

04038

Henderson County Schools

Transportation Request for Extracurricular Trips

Requested by:	Danna Robinn		
Date Submitted:	12/15/2022	School:	HCHS
Group:	FBLA		
Funding Source for Trip Cost:	LOVF		
Destination:	Louisville Ky		
Purpose of Trip:	Kentucky State FBLA Executive Council Meeting		
Date(s) of Trip:	1/11/2023 - 1/12/2023		
	Departure Time (CST)	Arrival Time (CST)	
To the Event:	11:00 AM/PM	1:00	AM/PM
On Return Trip:	3:00 AM/PM	5:00	AM/PM
Street:	1220 Kentucky Mills Drive		
City, ST:	Louisville, Ky	ZIP	40299
Number of Students	2	Number of Adults	1
Total:		3	
Number of Vehicle(s) Required:	Bus	SUV	✓
	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) 860-0455		
Additional Requirements:	-		
Medical Needs:	-		
Employee Signature:	[Signature]		

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

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607 S. Airline Road

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- 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: Tyler Smithwart Cell Number: 270-860-4957
- ☒ Date of Departure: 12/19 Time of Departure: 2:30pm
- ☒ Date of Return: 12/22 Expected Time of Return: 5:00pm
- ☒ 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:

[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.

Colonel Basketball Trip Itinerary

The Henderson County Colonel Boys Basketball Team will travel to **Lexington, KY** on Monday, December 19th. We will return on Thursday, December 22nd.

Leave time will be 2:30pm on the 19th and return time will depend on how we do in the event.

We are participating in the Central Bank Classic at Lexington Christian High School.

We are taking 15 student-athletes and 4 coaches.

We are staying at Home 2 Suites 126 E Lowry Ln, Lexington, KY 40503 • (859) 313-5200