

## School Field Trip Packet - Overnight/Greater than 100 miles with District Transportation

Organization: **Marion County Public Schools**

Employee: **JESSICA MONTGOMERY**

Assigned To: **User - kim.hood**

[Show History](#)

**NOTE: Field trip packets that require Board approval will only be approved at the first regular board meeting each month.**

### **School Professional Leave**

03.125 AP.21

* Employee Name	Jessica Montgomery
* School/Work site	Marion County High School
* Date(s) of leave	March 21-24
* Time of departure	04:30 pm

\* Destination  
Galt House Hotel and Suites 140 N Fourth St, Louisville, KY 40202

\* Purpose/Rationale for attending  
State Leadership Conference Description: While attending the Kentucky FCCLA State Leadership Conference students will have the opportunity to expand their leadership potential and develop skills for life planning, goal setting, problem solving, decision making and interpersonal communication necessary in the workforce. Activities at the conference will include personal and professional development workshops, competitive events and motivational general sessions.

* Number of students involved	20
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\* Substitute needed (please remember to enter your absence in Aesop, even if a substitute is not required.) Yes

<i>Number of days (Avg. \$100 a day)</i>	3
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<i>Substitute code</i>	Board-Perkins
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* Registration	Yes
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<i>Registration cost</i>	120.00
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<i>Registration code</i>	Board-Perkins
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* Mileage	No
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*Number of miles*

*Number of days*

* Lodging	Yes
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<i>Cost per night</i>	199.64
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<i>Number of nights</i>	3
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<i>Lodging rate</i>	Conference Rate
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* Meals	Yes
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Estimated <b>total</b> meal cost	120.00
Meals/Mileage/Parking/Lodging Code	Board-Perkins
✳ Grand total of expenses	838.92

**\*An overnight stay is required for reimbursement of any meals. Any meal exceeding \$5.00 must be substantiated by an itemized receipt. Maximum allowable food expenditure per day shall be \$40.00 in state and \$46.00 out of state. For lodging to be reimbursed, an original, itemized receipt is required. Registration fees, parking tolls, etc. may be reimbursed with original receipts. Credit card slips, registration forms, or check copies are not accepted as receipts. A Travel Voucher (03.125 AP.22) must be completed after the conference/workshop, etc., to receive reimbursement for actual expenses.**

#### Notes

Reviewed/Revised: 01/12/2015

#### **School-Related Student Trip Request Form**

09.36 AP.21

✳ Faculty member(s) sponsoring trip	Jessica Montgomery
✳ Type of trip (i.e. classroom, organization, club, athletic, band)	Organization
✳ Destination name	Galt House Hotel and Suites
✳ Destination address	140 N Fourth St, Louisville, KY 40202
✳ Destination phone	(502) 589-5200
Lodging name	Galt House
Lodging address	140 N Fourth St, Louisville, KY 40202
Lodging phone	(502) 589-5200
✳ Date(s) of trip	March 21-24
✳ Time of departure	04:30 pm

#### ✳ Purpose/Educational value

State Leadership Conference Description: While attending the Kentucky FCCLA State Leadership Conference students will have the opportunity to expand their leadership potential and develop skills for life planning, goal setting, problem solving, decision making and interpersonal communication necessary in the workforce. Activities at the conference will include personal and professional development workshops, competitive events and motivational general sessions.

✳ Source of funding for trip	Board-Perkins
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*No student shall be denied the trip because of the inability to pay.*

✳ Bill trip expenses to (i.e. Sponsoring organization, school council, Board)	Board-Perkins
✳ Number of students	20
✳ Number of faculty sponsors	1
✳ Other chaperones	0
✳ Total number of participants	21

✳ Supervision (Attach list of names of students and chaperones)

Add a File

\* Have all chaperones undergone the required records check and been designated by the principal/designee to supervise students? Yes

Reviewed/Revised: 01/12/15

### **School Bus Request**

This authorization for the use of this vehicle is valid for the use of said vehicle as a "School Bus" and for no other purpose.

\* Buses needed 1

*\*If more than one bus is needed, please submit a 'School Bus Request' form for each additional bus.*

\* Destination Galt House Hotel and Suites

\* Date(s) of trip March 21-24

\* Group requesting bus FCCLA

\* Purpose of trip State Conference

\* Bus pick-up time 4:30 pm

\* Bus return time 2:30 pm

\* When transporting items that cannot be held in lap of students, under storage will be required to store these items. Under storage will be required

\* Account to be charged FCCLA-MCHS

### [Blank Student List Template](#)

\* Faculty supervision will be provided for this trip. At least one member of our faculty will ride in each bus. A copy of the list of pupils that are assigned to ride this particular school bus can be uploaded below. The driver will be given a copy and the school should also keep a copy of all riders on file.

FCS field trip list.docx  
Added 1/13/2023 8:32:00 AM

[view](#)

\* Employee Signature

Signed: **Jessica Montgomery**

Stamped: Fri Jan 13 2023 09:31:53 GMT-0500 (Eastern Standard Time); 1/13/2023 8:31:53 AM; 2023-01-13 14:31:53Z; 170.185.150.17; Employee - #346 - JESSICA MONTGOMERY

\* Principal Signature

Signed: **Robby Peterson**

Stamped: Fri Jan 13 2023 13:23:08 GMT-0500 (Eastern Standard Time); 1/13/2023 12:23:08 PM; 2023-01-13 18:23:08Z; 170.185.150.17; Employee - #371 - JOSEPH PETERSON

\* Direct this field trip packet to



\* Supervisor Signature

Not Signed

Read-Only

\* Field Trip Designee Signature



Not Signed

Read-Only

\* Date of Board approval

\* Superintendent Signature

Not Signed

Read-Only

This section is to be completed by the Transportation Director.

\* Bus number

\* Driver

\* Driver wage

\* Transportation Director Signature/Date

This section is to be completed by the driver and filed in the Transportation Director's office upon completion of the above trip.

\* Ending odometer reading

\* Beginning odometer reading

\* Total miles

\* Number transported

\* Driver Signature/Date

**Approve**

**Deny**