

Henderson County Schools Transportation Department

5078 Arline 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

#04323

Checklist:

Sponsor/Coach Name: Jeff Hoile Cell Number: 270-860-4816

Date of Departure: 3-8-23 Time of Departure: 11:30 am

Date of Return: 3-12-23 Expected Time of Return: 12:00 pm approx.

Adequate Supervision (meets ratio criteria)

****Please list Names of Chaperones**** Emilee Coursey, Kelsey Kaiser, Jeff Hoile, Danny Perkins
(bus) (bus)

N/A 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****

N/A Notify school cafeteria manager of any lunch needs

N/A 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: 4 victories on the trip!

Danny Perkins
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.

B. Jansen

**ITINERARY FOR OVERNIGHT TRIP
HENDERSON COUNTY HIGH SCHOOL GIRLS' BASKETBALL**

Wednesday

11:30	Departure from Henderson County High School parking lot
3:30	Arrive in Lexington at hotel
4:30	Team dinner
6:30	Attend night session games @ Rupp Arena
8:30	Back to hotel & lights out

Thursday

8:30	Wake up & breakfast
12:00-1:00	Practice @ Transylvania University
3:00	Pre-game meal
5:30	Leave for Rupp Arena
9:30	Return to hotel after victory
11:00	Lights Out

Friday

8:30	Wake up & breakfast
12:00-1:00	Practice @ Transylvania University
3:00	Pre-game meal
5:30	Leave for Rupp Arena
9:30	Return to hotel after victory

Saturday

8:00	Wake up & breakfast
11:00	Leave for Rupp Arena
2:30	Return to hotel after victory
4:00	Pre-Game meal
6:00	Leave for Rupp Arena
9:30	Return to hotel after victory

Sunday

9:00	Wake up & breakfast
10:00	Check out of hotel to return home for victory celebration



Henderson County Post Season Basketball - Girls Roster

(Compiled: March 6, 2023 at 3:07 PM)

Alignment:	Region: 2 District: 6
Head Coach:	Jeff Halle
Mascot Name:	Lady Colonels
School Colors:	Maroon & White
Assistant Coaches & Support Staff:	Assistant Coach: Coursey B Emilee Assistant Coach: Kelsey Kaiser Assistant Coach(Data Coach, Statistician): Danny Perkins

Superintendent:	Bob Lawson
Principal:	Tommy Ransom
Athletic Director:	Mark Andrews
Certified Athletic Trainer:	TJ Hall
Enrollment:	1968

Team Roster by Last Name

Jersey		Name	Height	Position	Class
Home	Away				
41	41	Callie Burnett	5' 8"	F	7th
23	23	Rashia Cansler	5' 5"	G	Soph.
33	33	Brooklyn Gibson	5' 9"	F	Fresh.
15	15	Adalyn Gish	5' 4"	G	Fresh.
25	25	ATylia Green	5' 7"	F	Fresh.
14	14	Anna Kemp	5' 7"	F	Soph.
4	4	Savannah Lacer	5' 4"	G	Senior
20	20	Allyson Rideout	5' 7"	G	Soph.
21	21	Graci Risley	5' 9"	G	Senior
10	10	Jaci Risley	5' 4"	G	Soph.
12	12	Shalyn Sprinkles	5' 5"	G	Soph.
3	3	Jarie Thomas	5' 11"	F	Senior
31	31	Ainslee Toombs	5' 8"	F	Fresh.
30	30	Paisley Toombs	5' 8"	F	Fresh.
2	2	Mallorie Veal	5' 7-1/2"	F	Senior
5	5	Aubrielle Woolfork	5' 4"	G	Fresh.

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- Sponsors and coaches shall be trained annually to administer medication

Checklist:

Sponsor/Coach Name: Eluse Dowdy / Lacey Boston Cell Number: 270-670-9857

Date of Departure: 3/9/23 Time of Departure: 1:30PM

Date of Return: TBD Expected Time of Return: TBD

DEPENDS ON RESULTS OF EACH GAME
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****

N/A 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:

Eluse M. Dowdy
Signature of Person submitting form

[Signature] 3-8-23
Signature of Principal/Designee

This form must be submitted 10 days prior to the date of the trip to the principal or designee.

CHEER/LADY COLONEL'S STATE BASKETBALL ITINERARY

March 9, 2023

1:30 PM LEAVE HCHS FOR RUPP ARENA
4:00 PM BUS STOP/DINNER STOP
5:00/6:00 PM ARRIVE AT RUPP ARENA
6:00-7:00 CHEER PRACTICE FOR SWEET 16 COMPETITION
7:00-7:45 PM GET READY FOR THE GAME/WARM UP
8:30 GAME TIP OFF
10:00 LEAVE FOR THE HOTEL CLARION HOTEL CONFERENCE CENTER NORTH 1950 NEWTOWN PIKE LEXINGTON, KY 40511 859-825-5005
10:30 ARRIVE AT HOTEL/GIVE ROOM ASSIGNMENTS
11:00 ROOM CHECKS-STUDENTS IN FOR THE NIGHT

MARCH 10, 2023 MARCH 11, 2023

- IF THE LADY COLONEL'S WIN ON THURSDAY NIGHT, HCHS CHEER WILL REMAIN IN LEXINGTON TO ATTEND THE GAME, STAY THAT NIGHT AT THE HOTEL AND RETURN TO HCHS ON SATURDAY.
- IF THE LADY COLONEL'S LOSE ON THURSDAY NIGHT, HCHS CHEER WILL DO MORNING WAKE UP CALLS/BREAKFAST AND THEN RETURN BACK TO HCHS.

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#24328

Checklist:

Sponsor/Coach Name: Tyler Simms Cell Number: 270 339 5408
 Date of Departure: 3/9/23 Time of Departure: 1:30 PM
 Date of Return: 3/10/23 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:

 Signature of Person submitting form

Signature of Principal/Designee

This form must be submitted 10 days prior to the date of the trip to the principal or designee.

**Girls State Basketball Championships
HCHS Pep Band Roster**

Name:

Vowels, Elijah

Owens, Chyna

Blanford, Bryce

Kidd, Anna

Kidd, Jonathan

Slayton, Andi

Lucas, Ava

Russin, Kaylei

Jiang, Kyen

Mitchell, Jordan

Wallrafen, Philipp

Piper, Austin

Abbott, Reagan

Lear, Hayden

Townsend, Thomas

Cartwright, Kathryn

Hayes, Emily

Melloy, Catherine

Burns, Samuel

Majors, Gracie

Girls Basketball State Championship HCHS Pep Band Itinerary

Items in **BOLD** are for sure
Items italicized are contingent on Lady Colonel Wins

Thursday 3/9/23

Load instruments/luggage under bus	1:00PM CST
Depart HCHS	1:30PM CST
Arrive at hotel/check in	6:00PM EST

**Clarion Hotel:
1950 Newtown Pike
Lexington KY 40511**

NOTE: There is an indoor pool – students may swim during supervised hours only – suits must be school appropriate

Dinner (students bring money)	6:30PM EST
Commute to Rupp Area	7:30PM
Tipoff	8:30PM
Commute to Hotel	10:00PM
Lights out	11:00PM

Friday 3/10/23

Breakfast at Hotel	8:00AM
Depart Hotel	11:00AM
Free time at Mall	11:30AM-2:00PM

Lunch on your own at Mall (bring money)

Depart for UK School of Music	2:00PM
View Band rehearsal	3:00PM
Depart for Rupp (if they win TR) or HCHS (if they lose TR)	5:00PM
Dinner en route (bring money)	<i>7:15PM</i>
Tipoff	<i>8:30PM</i>
Commute to Hotel	<i>10:00PM</i>
Lights out	<i>11:00PM</i>

If we win Thursday then we will stay Friday night.

Saturday 3/11/23

<i>Breakfast at Hotel</i>	<i>8:00AM</i>
<i>Depart and Check out of Hotel (lunch en route to Rupp)</i>	<i>11:00AM</i>
<i>Arrive at Rupp Arena</i>	<i>12:30PM</i>
<i>Tipoff</i>	<i>1:30PM</i>
<i>Commute to Mall</i>	<i>3:00PM</i>
<i>Commute to Rupp Area (Dinner en route)</i>	<i>5:00PM</i>
<i>Tipoff (FINALS)</i>	<i>7:00PM</i>
<i>Depart for HCHS</i>	<i>9:30PM EST</i>
<i>Arrive HCHS</i>	<i>12:00AM CST</i>

Everything in BOLD is for sure scheduled. Everything else is contingent on the results of games. Please check Remind and Facebook for real time updates. Thank you!

NB: This is all fluid – changes will be made based on results of games.

Thank you for your patience and flexibility.

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Checklist:

✓ Sponsor/Coach Name: Maggie Garner Cell Number: (270) 724-2609

✓ Date of Departure: 3/12/23 Time of Departure: 11:00 AM

✓ Date of Return: 3/14/23 Expected Time of Return: 3:00 PM

✓ Adequate Supervision (meets ratio criteria) maggie Garner, Payton Allison, Lance Allison
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

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✓ Understand any student's medication needs and/or medical conditions

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✓ Attach a trip list of students to the principal/designee and a rider's list to the bus driver

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✓ Attach and itinerary

✓ Other specific needs: N/A

Maggie Garner
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.

[Signature]

KUNA 2023
March 12-14: Louisville, KY

CHAPERONES:

1. Maggie Garner
 2. Payton Allison
 3. Lance Allison
-

STUDENTS:

1. Mo Albarassi
2. Cooper Beck
3. Alton Berger
4. Thomas Berger
5. Joe Coghill
6. Asher Daily
7. Luke Dalton
8. Grant Edwards
9. Henry Francke
10. JaTylen Green
11. Ryan Holland (Early College)
12. Landon Hurtt
13. Adriel Mashindi
14. Janet Mashindi
15. Hunter Mayfield
16. Diamond McGuire
17. Canaan Nunn
18. Zach Rust
19. Shaddai Simmons
20. Braxton Stauffer
21. Duncan Vaughn

KENTUCKY YMCA YOUTH ASSOCIATION 2023 HIGH SCHOOL SAMPLE KUNA AGENDA

ALL SCHEDULED EVENTS ARE MANDATORY

SUNDAY, MARCH 12TH

~~THURSDAY, MARCH 10TH~~

****Buses unload at the West Entrance****

2:30-3:45 PM	Scheduled arrival time and registration -Schools will be sent (pre-conference) an arrival time for the conference. Schools/students should not enter the hotel before their scheduled arrival time. -When each school arrives at their scheduled time, the advisor should head to registration to check-in, turn in paperwork, and collect any available keys. -After the advisor completes registration, students should do the following: Take their luggage to their sleeping room (if keys are available) or their delegation luggage room and remain in the ballroom until meetings begin. -Hotel roaming is not allowed during this time -World Expo Tables can be setup when you arrive at your designated time	Russell/Shelby
4:00-4:20 PM	Advisor Meeting	Russell/Shelby
3:55-4:15 PM	New Delegates Meeting -Students attending High School KUNA for the first time	Coronet Ballroom
3:55-4:30 PM	International Court of Justice Meeting Media Corps Meeting Security Council Meeting Secretariat & NGO Meeting Candidate Meeting Chair & Doorkeeper Meeting -Committee Chairs and Doorkeepers must be present to serve in their roles on Day 2	Madison Franklin Elliott Hancock Grant Perry
At 4:30 ONLY Flag Bearers and Country Sign Bearers will leave to report outside of the Ballroom.		
4:40 PM	All Students and Adults to head to the Crowne Ballroom for Opening Session	
4:45 PM	Opening Session- **Everyone present** -Call to Order -Parade of Nations -Secretary General's Opening Address -Introduction of Presiding Officers -Introduction of Candidates -Announcements	Crowne Ballroom

5:30-6:30 PM World Expo (Group A) Crowne Ballroom

**** There should always be at least one student at each World Expo table. Please rotate positions to make sure everyone has time to eat.****

5:30-6:30 PM Security Council Elliott

5:30-6:30 PM Media Corps Assembles Franklin

5:30-6:30 PM Secretariat & NGO Meeting Hancock

5:30-6:30 PM Group B & ICJ Dismissed to Dinner
(Hotel offers a la carte items) Exhibit Hall

- Schools will be dismissed individually to purchase meals.
- Students may also grab items from their hotel rooms at this time, when dismissed by schools but external meals may not be eaten in public spaces.
- Hotel roaming is not allowed during this time.

6:30-7:30 PM International Court of Justice Assembles Madison

6:30-7:30 PM Group A & All Other Specialized Programs Dismissed to Dinner
(Hotel offers a la carte items) Exhibit Hall

- Schools will be dismissed individually to purchase meals.
- Students may also grab items from their hotel rooms at this time, when dismissed by schools but external meals may not be eaten in public spaces
- Students should eat in assigned locations in the hotel with their school or in their sleeping room (school decision).
- Hotel roaming is not allowed during this time.

6:30-7:30 PM World Expo (Group B) Crowne Ballroom

**** There should always be at least one student at each World Expo table. Please rotate positions to make sure everyone has time to eat.****

7:40-8:00 PM International Stage Crowne Ballroom

8:00-8:45 PM General Assembly Crowne Ballroom
 -Human Rights Simulation
 -Announcements

8:45-9:30 PM Delegation meetings in assigned rooms

9:30 PM Curfew begins.

All World Expo Items Must Be Taken Down by curfew (All materials should go back with you and not left at the hotel). Any materials left will result in that school losing Premier Delegation Status.

MONDAY, MARCH 13TH

~~FRIDAY, MARCH 11TH~~

****Business Attire Recommended****

- 7:15 AM Room curfew ends.
- 7:30-8:00 AM Breakfast (Hotel offers a la carte items) **Exhibit Hall**
-Students have the option to eat in their sleeping rooms, ONLY with Advisors permission.
- **Everyone present****
- 8:05 AM General Assembly **Crowne Ballroom**
-Mingling Activity
-Explanation of Special Programs
-President of the United Nations General Assembly: Call to Debate
- 8:25 AM General Assembly Adjourns
- 8:35-10:00 AM Committees Convene (Don't forget to bring your resolution book!)
- | | |
|--------------------------------|----------------------------|
| Ranking Committee A | Coronet A |
| Ranking Committee B | Trimble/Taylor |
| Ranking Committee C | Whitley |
| Ranking Committee D | Coronet B |
| Security Council | Elliott |
| International Court of Justice | Madison/Knox/Oldham |
| Media Room | Franklin |
- 10:00 AM Committees Recess
- 10:10-11:30 AM Committees Reconvene
- | | |
|--------------------------------|----------------------------|
| Ranking Committee A | Coronet A |
| Ranking Committee B | Trimble/Taylor |
| Ranking Committee C | Whitley |
| Ranking Committee B | Coronet B |
| Security Council | Elliott |
| International Court of Justice | Madison/Knox/Oldham |
| Media Room | Franklin |
- 11:30 AM Committees Adjourn
- 11:35 AM General Assembly **Crowne Ballroom**
-Delegation Caucus: 1st Schools' Choice Resolution Vote
-Vice Presidents Announced
-Candidate Speeches (Part One)
- 12:00 PM General Assembly Adjourns
- 12:00-1:30 PM Lunch for all Students (*Provided by the Y*) **Exhibit Hall**
-Students can eat in Crowne B, Crowne C, or Exhibit Hall

MONDAY, MARCH 13TH

FRIDAY, MARCH 11TH (CONTINUED)

- 1:30-2:45 PM 1st Committee Meetings (Don't forget to bring your resolution book!)
- | | |
|-----------------------------------|---------------------|
| Voting Committee 1 | Coronet A |
| Voting Committee 2 | Trimble/Taylor |
| Voting Committee 3 | Whitley |
| Voting Committee 2 | Coronet B |
| Security Council | Elliott |
| International Court of Justice | Madison/Knox/Oldham |
| Secretariat & NGO Room | Hancock |
| Media Room | Franklin |
| Office of Secretary General Opens | Jefferson |
-
- 2:50 PM General Assembly Crowne Ballroom
- Delegation Caucus: 2nd Schools' Choice Resolution Vote
 - Candidate Speeches (Part 2, If Necessary)
 - Debate: 1st Schools' Choice Resolution
 - Specialized Program Report Out
-
- 3:30 PM Adjourn General Assembly and go to 2nd Voting Committees
-
- 3:30-4:40 PM 2nd Voting Committee Meetings (Don't forget to bring your resolution book!)
- | | |
|-----------------------------------|---------------------|
| Voting Committee 1 | Coronet A |
| Voting Committee 2 | Trimble/Taylor |
| Voting Committee 3 | Whitley |
| Voting Committee 2 | Coronet B |
| Security Council | Elliott |
| International Court of Justice | Madison/Knox/Oldham |
| Secretariat & NGO Room | Hancock |
| Media Room | Franklin |
| Office of Secretary General Opens | Jefferson |
-
- 4:40 PM Voting Committees adjourn, everyone heads to General Assembly.
-
- 4:50 PM General Assembly Crowne Ballroom
- Debate: 2nd Schools' Choice Resolution
 - Candidate Final Look
 - WaterStep Shoe Announcement
-
- 5:00 PM Awards Nomination Forms opens, find it at kymca.org/programs/kuna/awards
- Awards must be submitted to be eligible for Premier Delegation.

*****End of business day, students may change into casual clothes within the dress code*****

MONDAY, MARCH 13TH
FRIDAY, MARCH 11TH (CONTINUED)

5:35-6:00 PM	Free Time -During free time you may be in YOUR hotel room only. Please do not roam hotel hallway during this time. (Please be mindful of noise levels at all times) -Secretary General Meetings for sponsors who passed Voting Committees. -Y-Store is open, come get some merch! -We recommend for all delegations to meet to discuss who they feel should be nominated for awards before heading to free time.	
6:45-7:30 PM	Security Council Showcase -Optional time for ambassadors to watch the Security Council Showcase.	Crowne Ballroom
6:00-7:30 PM	Dinner for all Students <i>(Provided by the Y)</i>	Exhibit Hall
7:30-8:00 PM	Mandatory Delegation Caucus -Lead Advisors turn in award nomination forms to Y-Staff -Voting Overview -Fun Time Announcements	Crowne Ballroom
Lead Advisor must confirm 100% attendance with Y-Staff to be eligible for Premier Delegation		
8:00-9:30 PM	FUN Time -Concert/Silent Disco -Talent Stage -Chill/Game Room -Movie -GaGa Room -International Affairs Special Session (Presiding Officers ONLY)	Crowne A Crowne C Crowne B Coronet A Perry Jefferson
9:30-10:00 PM	Closing Program -Secretary General's Choice Resolution Announced -Final Candidates Announced -Closing Thoughts	Crowne Ballroom
10:00-10:30 PM	Delegation Meetings in assigned rooms Security Council Meeting Secretariat & NGO Meeting Media Corps Meeting Conference Life Committee Meeting	Elliott Hancock Franklin Jefferson
10:30 PM	Curfew begins.	

****Students should head straight to their assigned sleeping rooms once out of meetings, curfew begins immediately****

TUESDAY, MARCH 14TH
~~SATURDAY, MARCH 12TH~~

7:30 AM	Room Curfew Ends	
7:30-8:15 AM	ICJ Showcase Round	Russell/Shelby
7:30-8:30 AM	All Students Breakfast (<i>Provided by the Y</i>)	Exhibit Hall
8:30-11:00 AM	Closing Session <ul style="list-style-type: none">-Final look at Candidates-Voting-Secretary General's Agenda and Summary of Action-Security Council Report-Final General Assembly Debate: Secretary General's Choice Resolution-Awards and Recognitions-Secretary General's Closing Address-Election results	Crowne Ballroom
11:00 AM	2023 Secretary General Adjourns Conference 2024 New Presiding Officer Meeting	Grant

Have a safe trip home.
We hope to see you at

LEADERSHIP TRAINING CONFERENCE (LTC)
(Keep checking our website www.kyymca.org/ltc for the dates this summer!)

Henderson County Schools

1805 Second Street, Henderson, Kentucky 42420
(270) 831-5000 Fax: (270) 831-5009
<http://www.hendersonschools.net>



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- 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 Secondary 15:1 Elementary 10:1
- Sponsors and coaches shall be trained annually to administer medication.

Checklist:

- Sponsor/Coach Name Brian Sullivan Cell number 812-449-7476
 - Date of trip 3/17-20/23 expected departure time 8:30am return time 6:00pm
 - Adequate Supervision (meets ratio criteria) Brian Sullivan Ed Clouse
* Please List Names of Chaperones* Sarah Hardy Laura Williams
 - 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 request.
 - Understand any students' medication needs and/or medical conditions
Coaches must carry all players' physicals on any away and overnight trips.
 - Attach a trip list of students to principal/designee
 - Attach an itinerary
 - ____ Other specific needs:
- Brian Sullivan
Signature of Person submitting form
- [Signature]
Signature of Principal/Designee

This form must be submitted 3 days prior to the date of the trip to the principal or designee.

Equal Educational and Employment Institution

[Signature]

HCHS Academic Team
Governor's Cup State Championship
(March 17-20, 2023 @ The Galt House Hotel)

Students:

1. Brent Raleigh
2. Josiah Cox
3. Katherine Nunn
4. Arianna Lorenzana
5. Mason Caton
6. Kyen Jiang
7. Ramsey Watson
8. Zoe Mills
9. Libby Townsend
10. Miles Gugel

Itinerary:

Friday, March 17th

Leave HCHS at 8:30am for Lion's Camp Crescendo.

Arrive at Lion's Camp at 10:00am.

Leave Lion's Camp for Galt House at 2:00pm.

Arrive at hotel by 3:00pm.

Monday, March 20th

Leave Galt House for HCHS at 4:00 pm.

Arrive at HCHS by 6:00pm

Transportation Request Form
(for bus or car)

EDUCATIONAL, EXTRA-CURRICULAR AND/OR OVERNIGHT TRIP
(Submit to the Transportation Department at least five (5) days prior to the date of departure.)

SCHOOL: NORTH MIDDLE SCHOOL

REQUESTED BY: TYLER PIPPIN

CLASS/ORGANIZATION: KUNA

Departure Date and Time: 3/19 11am

Return Date and Time: 3/21 2pm

Destination: Louisville, KY

Purpose/Expected Benefits:

Is a Bus or Car Needed? : District SUV

Has a Driver Been Contacted?

Number of Students: 4

Number of Chaperones:2

Prepare three (3) lists of all persons going on a trip: one for the Principal, one for the bus/car driver, and one for the certified person accompanying the students.

HAVE ALL CHAPERONES UNDERGONE THE REQUIRED RECORDS CHECK AND BEEN DESIGNATED BY THE PRINCIPAL/DESIGNEE TO SUPERVISE STUDENTS? YES NO

APPROVED AS SUBMITTED: _____

DISAPPROVED FOR THE FOLLOWING REASON: _____

Paid By School Allotment _____ Other _____

Will Pippin
Principal's Signature

(name of account)
3-6-23
Date

Board Approval/needed for overnight trips

_____ Date

RELATED PROCEDURES:

09.36 (all procedures)

Review/Revised:9/19/2016

B. Jansone

Henderson County Schools Transportation Department

5075 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

Trip # 04207

Checklist:

___ Sponsor/Coach Name: SHANNON TROUTMAN Cell Number: 270-860-7162

___ Date of Departure: APRIL 7th Time of Departure: 1:00 PM

___ Date of Return: APRIL 8th Expected Time of Return: 8:00 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: _____

S. Troutman
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.

Itinerary and student list for Elizabethtown Tourney: 2023

Players:

Anna Willett, Kendal Hargrove, Jamaya Byrum, Taylor Troutman, Hallie McCracken, Alyse Rollings, Anna Kemp, Ayden Bennett, Maggie Grogan, Addison Duncan, Braylin Risley, Lauren Nordhaus, Mackenzie Burczyk, Ava Eblen, Ann Michael Utley, Azayah Hall.

Coaches: Shannon Troutman, Kris Kemp, Trevor Parker, Michaela Polivick

Itinerary:

- Leave April 7th at 1:00 pm from North Field.
- Arrive in Elizabethtown at 4:00 pm local time and check in hotel.
- Go out to eat as a team at 5:00 pm. Location pending.
- Back to hotel by 8:00 pm
- Leave hotel at 8:30 am for softball complex.
- Leave softball complex at approximately 8:00 pm after games and come back to Henderson.

Henderson County Schools Transportation Department

1775 Airline Road

Henderson, Ky 42420

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Fax: (270) 831-5122

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1805 Second St.

Henderson, Ky 42420



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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: Nate Fish Cell Number: 270-860-9972
- Date of Departure: 4/18/23 Time of Departure: 3:00 pm
- Date of Return: 4/19/23 Expected Time of Return: 5:00 pm
- Adequate Supervision (meets ratio criteria)
- **Please List Names of Chaperones**** → Nate Fish + 5 students
- 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: _____

Nate Fish
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.

Journalism Overnight Field Trip to FBLA and STLP State

4/18-4/19/23

Itinerary:

Date	Travel	Event(s)
Tue, 18 April	Henderson to Louisville	<ul style="list-style-type: none">• Attend FBLA State in Louisville• Stay overnight in Louisville
Wed, 19 April	Louisville to Lexington Lexington to Henderson	<ul style="list-style-type: none">• Compete in STLP State competition at Rupp Arena, Lexington

Attendees:

- Luke Dalton
- Molly Cowan
- Kendall Pullum
- Mollianne Major
- Grant Edwards

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

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- Sponsors and coaches shall be trained annually to administer medication

Checklist:

Sponsor/Coach Name: Marilyn Dorsey Cell Number: 270-724-1515

Date of Departure: 4-22-23 Time of Departure: 8am

Date of Return: 4-24-23 Expected Time of Return: 3:30/4 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: _____

Marilyn Dorsey
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.

DECA International Career Development Conference

The DECA International Career Development Conference (ICDC) is the culmination of the DECA year. More than 20,000 high school students, teacher-advisors, business professionals and alumni gather for several days of DECA excitement.

Dates: April 22-April 26

Attendees: Advisor-Marilyn Dorsey

Students:

Merrick Conkright
Abbey Gibson
Chloe Woodard

April 22

7:45 am Leave Henderson for Nashville Airport
10:00 am Arrive at Nashville Airport
11:30 am Board Flight to Orlando Florida
2:45 pm Arrive at Orlando Airport
4:00 pm Arrive at Hotel
8:30 pm Grand Opening Session
10:30 pm HCHS Meeting
11:00pm Curfew

April 23

9am-5pm Conference Workshops
Event Testing

April 24

9am-5pm Competitive Events Continue
5pm-11pm DECA Night at Universal
11:30pm Team Meeting
Midnight Curfew

April 25

9am-5pm Team Events
8:30 pm Grand Awards Session
11pm Team Meeting
11:30pm Curfew

April 26

1:00pm Arrive at Orlando Airport
2:30pm Depart Orlando
3:30pm Arrive at Nashville Airport
6:30pm Arrive in Henderson

Amanda Lacer
3/17/23



Trip ID#: 04370

Henderson County Schools Transportation Request for Extracurricular Trips

Requested by:	Marilyn Dorsey		
Date Submitted:	3-17-23	School:	HCHS
Group:	DECA		
Funding Source for Trip Cost:	LOVE		
Destination:	Orlando Florida / Nashville Airport		
Purpose of Trip:	ICDC		
Date(s) of Trip:	4/22 thru 4/26		
	Departure Time (CST)	Arrival Time (CST)	
To the Event:	4/22 8 <input checked="" type="radio"/> AM / <input type="radio"/> PM	10:00 <input checked="" type="radio"/> AM / <input type="radio"/> PM	
On Return Trip:	4/26 3:30 AM / <input checked="" type="radio"/> PM	7:00 AM / <input checked="" type="radio"/> PM	
Street:	Nashville Airport		
City, ST:	Nashville TN	ZIP:	
Number of Students	3	Number of Adults	1 Total: 4
Number of Vehicle(s) Required:	Bus	SUV	Car
		1	
	Will you require a handicap-accessible bus?		Yes <input checked="" type="radio"/> No
	Does the driver need to remain with group during the event?		Yes <input checked="" type="radio"/> No
Emergency Contact Number of Sponsor:	(270) 724-1515		
Additional Requirements:	N/A		
Medical Needs:			
Employee Signature:	Marilyn G. Dorsey		

Office Use	ORG:	0602118C	PROJ:	1061
	Principal Approval:	Amanda Racer		
	Date of Approval:	3/17/23		

Henderson County Schools Transportation Department

5678 Arline Road

Henderson, Ky 42420

Phone: (70) 831-5120

Fax: (70) 831-5122

Mailing Address:

ATTN: Transportation

1805 Second St.

Henderson, Ky 42420



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- All KHSAA guidelines and board policies should be adhered to.
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- Sponsors and coaches shall be trained annually to administer medication

Trip #04017

Checklist:

Sponsor/Coach Name: SHANNON TROUTMAN Cell Number: 270-860-7162

Date of Departure: MAY 12 Time of Departure: 2:30 pm

Date of Return: MAY 13 Expected Time of Return: 8:00 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:

Signature of Person submitting form

Signature of Principal/Designee

This form must be submitted 10 days prior to the date of the trip to the principal or designee.

Itinerary and student list for Bowling Green Tourney: 2023

Players:

Anna Willett, Kendal Hargrove, Jamaya Byrum, Taylor Troutman, Hallie McCracken, Alyse Rollings, Anna Kemp, Ayden Bennett, Maggie Grogan, Addison Duncan, Braylin Risley, Lauren Nordhaus, Mackenzie Burczyk, Ava Eblen, Ann Michael Utle, Azayah Hall.

Coaches: Shannon Troutman, Kris Kemp, Trevor Parker, Michaela Polivick

Itinerary:

- Leave May 12th at 2:30 pm from North Field.
- Arrive in Bowling Green at 4:30 pm and check in hotel.
- Go to ballpark at 5:30 pm and come back to hotel at 8:30 pm.
- Leave hotel at 8:30 am for softball complex.
- Leave softball complex at approximately 5:00 pm after games and come back to Henderson.

Henderson County Schools

1805 Second Street, Henderson, Kentucky 42420
(270) 831-5000 Fax: (270) 831-5009
<http://www.hendersonschools.net>



Overnight and Out of District Bus Trip Guidelines

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- 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 Secondary 15:1 Elementary 10:1
- Sponsors and coaches shall be trained annually to administer medication.

Checklist:

- Sponsor/Coach Name Brian Sullivan Cell number 812-449-7476
 - Date of trip May 26-29 expected departure time 9:00am return time 9:00pm
 - Adequate Supervision (meets ratio criteria)
* Please List Names of Chaperones* Brian Sullivan Sarah Hardy
 - 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 request.
 - Understand any students' medication needs and/or medical conditions
Coaches must carry all players' physicals on any away and overnight trips.
 - Attach a trip list of students to principal/designee
 - Attach an itinerary
 - Other specific needs:
- Brian Sullivan
Signature of Person submitting form
- [Signature]
Signature of Principal/Designee

This form must be submitted 3 days prior to the date of the trip to the principal or designee.

HCHS Academic Team
High School National Championship Tournament
(May 26-29, 2023)

Students:

1. Brent Raleigh
2. Josiah Cox
3. Mason Caton
4. Kyen Jiang

Coaches: Brian Sullivan/Sarah Hardy

Itinerary:

Friday, May 26th

Leave HCHS at 9:00 am for Atlanta Marriott Marquis Hotel
Arrive at hotel by 4:00pm.

Monday, May 29th

Leave hotel for Atlanta Aquarium at 9:00am
Arrive at Aquarium at 9:30 am
Leave Aquarium for HCHS at 3:00 pm
Arrive at HCHS by 9:00pm