

4 Please see attached email

STUDENTS

09.36 AP.21

**School-Related Student Trip/Vehicle Request Form**

SUBMIT THIS FORM TWO WEEKS PRIOR TO THE TRIP.

SCHOOL GCHS FACULTY MEMBER(S) SPONSORING TRIP Kim Rodkey

Classroom Field Trip  Class Trip, specify \_\_\_\_\_

Organization/Club Trip, specify FBLA  Other (athletic, band, if applicable)

Destination World Congress Center Address Atlanta, GA Phone \_\_\_\_\_

Out of State  Out of County  Within County

Overnight; give name, address, phone of lodging \_\_\_\_\_

Date of Request 4/10/23 Date of Trip 6/27-6/30 Person Requesting Kim Rodkey

Departure Time TBD Return Time TBD Number of Riders \_\_\_\_\_ Number of Chaperones 1

**ATTACH LIST OF NAMES OF ADULTS/STUDENTS ON TRIP**

Faculty Sponsor Kim Rodkey  
(Certified Person Responsible for Student)

Principal Angela Lewis SBDM Chair \_\_\_\_\_

Charged to/Source of Funding District Office Have all chaperones been approved?  Yes  No

Meals Required:  Sack Lunch  Fast Food  Other Funding from Board

List Special Equipment To Be Transported—Items Which Cannot Be Held In Lap. office

Number Of Buses Requested \_\_\_\_\_ Regular Bus \_\_\_\_\_ Special Needs Bus \_\_\_\_\_ Van \_\_\_\_\_

Airfare X

Ratio of Students to Adults

High School 20 to 1  
Middle School 10 to 1  
Elementary 5 to 1

\*For daily trips, a simple way to estimate cost is \$1/mile and \$20/hour, per bus.

**This section to be completed by Transportation/Central Office.**

Trip Calculation

Bus \_\_\_\_\_ X \$1.00 = \$ \_\_\_\_\_ Mileage Bill to: \_\_\_\_\_

Total Miles

\_\_\_\_\_ X \_\_\_\_\_ = \$ \_\_\_\_\_ Driver Rate

Avg. OT Rate = \$ \_\_\_\_\_ \$ \_\_\_\_\_ Total

# of Buses Approved: \_\_\_\_\_ Approval of Transportation Director: \_\_\_\_\_ Date \_\_\_\_\_

Acceptance by Driver: \_\_\_\_\_ Date \_\_\_\_\_

**For overnight and/or out-of-state trips, approval of the Superintendent and Board is required.**

Superintendent

Date

Board Chairperson

Date

**RELATED PROCEDURES:**

09.36 AP.211, 09.36 AP.23

Review/Revised:6/22/09

## Rodkey, Kimberly

---

**From:** Rodkey, Kimberly  
**Sent:** Wednesday, March 15, 2023 2:17 PM  
**To:** Brown, Janelynn  
**Subject:** FBLA National Leadership Conference-Request for Board

Hello There,

I am excited to announce that I have 5 students competing at the FBLA State Leadership Conference April 17-19. As soon as we get results, we have to let Connie Witt, the State FBLA Advisor know if they are competing at Nationals.

Competitors include:

Aubrey Biddle- Cyber Security  
Trenton Chischilly- Job Interview  
Rylann Lawrence- Public Speaking  
Belle Robbins – Healthcare Administration  
Ashley Santiago – Securities and Investments

I am requesting that if the students move forward, would the board be able to pay for the students to compete at Nationals?

Location: World Congress Center – Atlanta, Georgia

Date: June 27-30

Conference Registration per student: \$195/per advisor \$100

Hotel-Rates are UP TO \$295, taxes and fees 16.9%, and a \$5 City of Atlanta fee

Airfare- TBA, otherwise I am van certified and can drive the students.

Meals- I would have students pay for their own meals, unless the board would give them a meal allowance.

Payment for the event would be due by June 16<sup>th</sup>.

This is a once in a lifetime event for our students. Please feel free to ask me any questions!

Thank you,

*Kim Rodkey*

Business Teacher  
FBLA and Academic Team Advisor  
Gallatin County High School  
859-567-7640 ext. 4213