

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	May 31- June 2, 2023
* Time of departure	12:00 am
* Destination	FFA Leadership Training Center 111 FFA Camp Rd, Hardinsburg, KY 40143
* Purpose/Rationale for attending	Students will be attending Leadership Camp as Regional Officers for FCCLA.
* Number of students involved	2

* Substitute needed (please remember to enter your absence in Aesop, even if a substitute is not required.)

Number of days (Avg. \$100 a day) 0

Substitute code

* Registration Yes

Registration cost 150.00

Registration code Perkins

* Mileage No

Number of miles

Number of days

* Lodging No

Cost per night

Number of nights

Lodging rate

* Meals No

*Estimated **total** meal cost*

Meals/Mileage/Parking/Lodging Code

* Grand total of expenses 150.00

***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

09.36 AP.21

- | | |
|---|---|
| * Faculty member(s) sponsoring trip | Jessica Montgomery |
| * Type of trip (i.e. classroom, organization, club, athletic, band) | FCCLA |
| * Destination name | FFA Leadership Training Center |
| * Destination address | FFA Leadership Training Center 111 FFA Camp Rd, Hardinsburg, KY 40143 |
| * Destination phone | (270) 756-2301 |
| <i>Lodging name</i> | |
| <i>Lodging address</i> | |
| <i>Lodging phone</i> | |
| * Date(s) of trip | May 31- June 2 |
| * Time of departure | 11:00 am |
| * Purpose/Educational value | Students will be attending Leadership Camp as Regional Officers for FCCLA. PD for advisor |
| * Source of funding for trip | Board-Perkins |
| <i>No student shall be denied the trip because of the inability to pay.</i> | |
| * Bill trip expenses to (i.e. Sponsoring organization, school council, Board) | FCCLA |
| * Number of students | 2 |
| * Number of faculty sponsors | 1 |
| * Other chaperones | 0 |
| * Total number of participants | 3 |
| * Supervision (Attach list of names of students and chaperones) | |


Leadership Camp FCCLA.xlsx
Added 4/25/2023 10:00:00 AM

[view](#)

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- van

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

* Destination FFA Leadership Training Center 111 FFA Camp Rd, Hardinsburg, KY 40143

* Date(s) of trip May 31- June 2

* Group requesting bus FCCLA

* Purpose of trip Leadership Camp

* Bus pick-up time 11:00 am

* Bus return time 12:00 am

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

* Account to be charged FCCLA

[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.

Leadership Camp FCCLA.xlsx
Added 4/25/2023 9:59:00 AM

[view](#)

* Employee Signature

Signed: **Jessica Montgomery**

Stamped: Tue Apr 25 2023 10:59:28 GMT-0400 (Eastern Daylight Time); 4/25/2023 9:59:29 AM; 2023-04-25 14:59:29Z; 170.185.150.17; Employee - #346 - JESSICA MONTGOMERY

* Principal Signature

Signed: **Robby Peterson**

Stamped: Wed Apr 26 2023 07:18:26 GMT-0400 (Eastern Daylight Time); 4/26/2023 6:18:26 AM; 2023-04-26 11:18:26Z; 170.185.150.17; Employee - #371 - JOSEPH PETERSON

* Direct this field trip packet to

Dana.Thomas

* Supervisor Signature

Signed: **Dana Lee Thomas**

Stamped: Thu Apr 27 2023 14:34:31 GMT-0400 (Eastern Daylight Time); 4/27/2023 1:34:32 PM; 2023-04-27 18:34:32Z; 170.185.150.17; User - Dana.Thomas - dana.thomas@marion.kyschools.us

* Field Trip Designee Signature

Signed: **Michael K. Abell**

Stamped: Thu Apr 27 2023 15:14:42 GMT-0400 (Eastern Daylight Time); 4/27/2023 2:14:43 PM; 2023-04-27 19:14:43Z; 170.185.150.17; User - michael.abell - michael.abell@marion.kyschools.us

* Date of Board approval

* Superintendent Signature

 Read-Only

Approve

Deny