

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

Organization: **Marion County Public Schools**

Employee: **JAMIE BROWN**

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	Jamie Brown
* School/Work site	Marion County High School
* Date(s) of leave	October 16-17, 2023
* Time of departure	08:30 am
* Destination	Sloan Convention Center/Holiday Inn University Plaza, Bowling Green, KY
* Purpose/Rationale for attending	National Beta Leadership Summit
* Number of students involved	40

* Substitute needed (please remember to enter your absence in Aesop, even if a substitute is not required.)	Yes
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<i>Number of days (Avg. \$100 a day)</i>	2
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<i>Substitute code</i>	MCHS Activity-Beta
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* Registration	No
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<i>Registration cost</i>	
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<i>Registration code</i>	
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* Mileage	No
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<i>Number of miles</i>	
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<i>Number of days</i>	
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* Lodging	No
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<i>Cost per night</i>	
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<i>Number of nights</i>	
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<i>Lodging rate</i>	
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* Meals	No
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<i>Estimated total meal cost</i>	
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<i>Meals/Mileage/Parking/Lodging Code</i>	
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* Grand total of expenses	200
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***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

A bus can drop us off in Bowling Green on Oct 16 and return to pick us up on Oct 17. We finish with the conference at 1:30 p.m. e.s.t. on Oct 17, and we would need to feed students lunch before pick up at around 2:30-3 p.m. or if a bus can be there at 1:30 p.m. as we finish, we could stop and eat in route home.

Reviewed/Revised: 01/12/2015

 **School-Related Student Trip Request Form**

09.36 AP.21

* Faculty member(s) sponsoring trip Jamie Brown, Sterling Newton, Erin Benton, Seidina Conley

* Type of trip (i.e. classroom, organization, club, athletic, band) Club

* Destination name Sloan Convention Center

* Destination address 1021 Wilkinson Trace, Bowling Green, KY 42103

* Destination phone 270-745-0088

Lodging name Holiday Inn University Plaza

Lodging address 1021 Wilkinson Trace, Bowling Green, KY

Lodging phone 270-745-0088

* Date(s) of trip October 16-17, 2023

* Time of departure 08:30 am

* Purpose/Educational value participation in the national leadership summit and competitions, one student is a National Leadership Representative in charge of helping to run the event, and another student is interviewing for the same position for 2024

* Source of funding for trip Student/Club

No student shall be denied the trip because of the inability to pay.

* Bill trip expenses to (i.e. Sponsoring organization, school council, Board) MCHS Beta Club

* Number of students 40

* Number of faculty sponsors 4

* Other chaperones 0

* Total number of participants 44

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

MCHS Beta Leadership Summit Participant List-Oct 16-17 2023.docx

[view](#)

Added 8/20/2023 11:57:00 AM

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 1021 Wilkinson Trace, Bowling Green, KY 42103

* Date(s) of trip October 16-17, 2023

* Group requesting bus MCHS Beta

* Purpose of trip National Leadership Summit

* Bus pick-up time 08:30 am

* Bus return time 03:00 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 MCHS Beta

[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.

MCHS Beta Leadership Summit bus list-Oct 16-17 2023.xlsx
Added 8/20/2023 12:01:00 PM

[view](#)

* Employee Signature

Signed: **Jamie L. Brown**

Stamped: Sun Aug 20 2023 13:01:17 GMT-0400 (Eastern Daylight Time); 8/20/2023 12:01:18 PM; 2023-08-20 17:01:18Z; 76.188.196.99; Employee - #321 - JAMIE BROWN

* Principal Signature

Signed: **Robby Peterson**

Stamped: Mon Aug 21 2023 09:10:48 GMT-0400 (Eastern Daylight Time); 8/21/2023 8:10:48 AM; 2023-08-21 13:10:48Z; 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

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

Organization: **Marion County Public Schools**

Employee: **JAMIE BROWN**

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	Jamie Brown
* School/Work site	Marion County High School
* Date(s) of leave	January 17-19, 2024
* Time of departure	10:30 am
* Destination	Central Bank Center/Hilton Lexington Downtown
* Purpose/Rationale for attending	State Beta Convention
* Number of students involved	100

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

Number of days (Avg. \$100 a day) 3

Substitute code MCHS Activity-Beta

* Registration No

Registration cost

Registration code

* 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 300

***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

On January 17, some students start competitions at 3 p.m., while others start later. We are asking that one bus and the loaded van/trailer leave at 10:30 a.m. and two other buses leave at 4:30 p.m. The van/trailer would stay parked in the convention center parking lot from January 17-19.

Reviewed/Revised: 01/12/2015

School-Related Student Trip Request Form

09.36 AP.21

- | | |
|---|--|
| * Faculty member(s) sponsoring trip | Jamie Brown, Sterling Newton, Erin Benton, Seidina Conley |
| * Type of trip (i.e. classroom, organization, club, athletic, band) | Club |
| * Destination name | Central Bank Center |
| * Destination address | 430 W. Vine St, Lexington, KY 40507 |
| * Destination phone | 859-231-9000 |
| <i>Lodging name</i> | Hilton Lexington Downtown |
| <i>Lodging address</i> | 369 W. Vine St, Lexington, KY |
| <i>Lodging phone</i> | 859-231-9000 |
| * Date(s) of trip | January 17-19, 2024 |
| * Time of departure | 10:30 am |
| * Purpose/Educational value | participation in the Kentucky National Beta Convention w/academic, art, and performance competitions |
| * Source of funding for trip | Student/Club |
| <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) | MCHS Beta Club |
| * Number of students | 100 |
| * Number of faculty sponsors | 4 |
| * Other chaperones | 6 |
| * Total number of participants | 110 |
| * Supervision (Attach list of names of students and chaperones) | |

2023 KY Beta Convention Participant List-Jan 17-19 2024.docx

[view](#)

Added 8/20/2023 12:17:00 PM

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 3

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

* Destination 430 W Vine St, Lexington, KY

* Date(s) of trip January 17-19, 2024

* Group requesting bus MCHS Beta

* Purpose of trip Kentucky National Beta Convention

* Bus pick-up time 10:30 am

* Bus return time 02:30 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 MCHS Beta

[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.

MCHS Beta State Convention bus list Jan 17-19 2024.xlsx
Added 8/20/2023 12:18:00 PM

[view](#)

* Employee Signature

Signed: **Jamie L. Brown**

Stamped: Sun Aug 20 2023 13:18:34 GMT-0400 (Eastern Daylight Time); 8/20/2023 12:18:34 PM; 2023-08-20 17:18:34Z; 76.188.196.99; Employee - #321 - JAMIE BROWN

* Principal Signature

Signed: **Robby Peterson**

Stamped: Mon Aug 21 2023 09:11:34 GMT-0400 (Eastern Daylight Time); 8/21/2023 8:11:34 AM; 2023-08-21 13:11:34Z; 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