

School Field Trip Packet - Overnight Greater than 100 miles without District Transportation

Organization: **Marion County Public Schools** Employee: **JASON SPALDING**

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

[Show History](#)

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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 | Jason Spalding |
| * School/Work site | Marion County High School |
| * Date(s) of leave | 3/14-3/16 |
| * Time of departure | 04:00 pm |
| * Destination | 2040 Sunset Dock Rd, Monroe, TN 38573 |
| * Purpose/Rationale for attending | Kentucky High School Fishing, Battle at the Border High School Tournament. |
| * Number of students involved | 2 |

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

Number of days (Avg. \$100 a day) 1

Substitute code MCHS Bass Fishing Student Activity

* Registration No

Registration cost

Registration code MCHS Bass Fishing Student Activity

* Mileage No

Number of miles

Number of days

* Lodging Yes

Cost per night 300

Number of nights 2

Lodging rate Regular Rate

* Meals Yes

*Estimated **total** meal cost* 80

Meals/Mileage/Parking/Lodging Code

MCHS Bass Fishing
Student Activity


* Grand total of expenses 700

***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

This is for the invite only Battle at the Border fishing tournament. This is in a remote area, so VRBO type lodging is about all that is available, no state parks in the area. My son is one of the qualified fishing members, and the other is Cash Strong, who will be accompanied by his family.

Reviewed/Revised: 01/12/2015

 **School-Related Student Trip Request Form**

09.36 AP.21

- * Faculty member(s) sponsoring trip 1
- * Type of trip (i.e. classroom, organization, club, athletic, band) athletic
- * Destination name Sunset Marina, Dale Hollow Lake
- * Destination address 2040 Sunset Dock Rd, Monroe, TN 38573
- * Destination phone 931-864-3146
- Lodging name* Haven't found lodging at this moment due to awaiting approval
- Lodging address*
- Lodging phone*
- * Date(s) of trip 3/14 through 3/16
- * Time of departure 04:00 pm
- * Purpose/Educational value Athletic, fishing team. Campbellsville University is giving away 2 \$10,000 scholarships to the top finishing Kentucky team. Only 100 teams were invited.
- * Source of funding for trip bass fishing account
- No student shall be denied the trip because of the inability to pay.*
- * Bill trip expenses to (i.e. Sponsoring organization, school council, Board) 700
- * Number of students 2
- * Number of faculty sponsors 1
- * Other chaperones 2
- * Total number of participants 2

Certified common carrier

Private vehicle, if allowed by policy; specify driver(s)

Jason Spalding / Stacy Strong

Supervision (Attach list of names of students and chaperones)

Battle at the Border.xlsx
Added 1/4/2024 10:30:00 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

Employee Signature

Signed: **Jason Spalding**
Stamped: Thu Jan 04 2024 11:30:07 GMT-0500 (Eastern Standard Time); 1/4/2024 10:30:07 AM; 2024-01-04 16:30:07Z; 170.185.150.17; Employee - #515 - JASON SPALDING

Principal Signature

Signed: **Christina McRay**
Stamped: Wed Jan 24 2024 09:22:35 GMT-0500 (Eastern Standard Time); 1/24/2024 8:22:36 AM; 2024-01-24 14:22:36Z; 170.185.150.17; User - christina.mcray - christina.mcray@marion.kyschools.us

Direct this field trip packet to

mike.holt

Supervisor Signature

Signed: **Michael Holt**
Stamped: Wed Jan 24 2024 10:00:15 GMT-0500 (Eastern Standard Time); 1/24/2024 9:00:16 AM; 2024-01-24 15:00:16Z; 170.185.150.17; User - mike.holt - michael.holt@marion.kyschools.us

Field Trip Designee Signature

Signed: **Michael K. Abell**
Stamped: Wed Jan 24 2024 11:24:46 GMT-0500 (Eastern Standard Time); 1/24/2024 10:24:47 AM; 2024-01-24 16:24:47Z; 170.185.150.17

Date of Board approval

Approve

Deny

School Field Trip Packet - Day Trips with District Transportation

Organization: **Marion County Public Schools**

Employee: **Makenzie Thomas**

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 | Makenzie Thomas |
| * School/Work site | Marion County High School |
| * Date(s) of leave | June 4-6th, 2024 |
| * Time of departure | 07:00 am |
| * Destination | Lexington, KY: Convention Center |
| * Purpose/Rationale for attending | KY State FFA Convention |
| * Number of students involved | 8 |

* Substitute needed (please remember to enter your absence in Aesop, even if a substitute is not required.) No

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

Substitute code

* Registration Yes

Registration cost 40

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 40

***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

Day Trips. Not spending the night. A different group of kids will go each day based on those competing

Reviewed/Revised: 01/12/2015

 **School-Related Student Trip Request Form**

09.36 AP.21

- * Faculty member(s) sponsoring trip Makenzie Thomas & Trevor Sweet
- * Type of trip (i.e. classroom, organization, club, athletic, band) FFA
- * Destination name Lexington Convention Center
- * Destination address 430 W Vine St, Lexington, KY 40507
- * Destination phone (859) 233-4567
- Lodging name*
- Lodging address* 1515 Kindness Road
- Lodging phone* 8598183390
- * Date(s) of trip June 4-6, 2024
- * Time of departure 07:00 am
- * Purpose/Educational value State FFA Convention
- * Source of funding for trip Perkins

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

- * Bill trip expenses to (i.e. Sponsoring organization, school council, Board) Perkins
- * Number of students 8
- * Number of faculty sponsors 2
- * Other chaperones 0
- * Total number of participants 10

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

30018.xlsx [view](#)
Added 1/18/2024 7:52:00 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 Van or SUV

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

* Destination LExington Convention Center

* Date(s) of trip June 4-6, 2024

* Group requesting bus FFA

* Purpose of trip Contest

* Bus pick-up time 07:00 am

* Bus return time 07:00 pm

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

* Account to be charged Perkins

[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.

30018.xlsx [view](#)
Added 1/18/2024 7:53:00 AM

* Employee Signature

Signed: **Makenzie Thomas**
Stamped: Thu Jan 18 2024 08:52:34 GMT-0500 (Eastern Standard Time); 1/18/2024 7:52:35 AM; 2024-01-18 13:52:35Z; 170.185.150.17; Employee - #668 - Makenzie Thomas

* Principal Signature

Signed: **Robby Peterson**
Stamped: Thu Jan 18 2024 09:06:40 GMT-0500 (Eastern Standard Time); 1/18/2024 8:06:41 AM; 2024-01-18 14:06:41Z; 170.185.150.17

* Direct this field trip packet to

Supervisor Signature

Not Signed Read-Only

* Field Trip Designee Signature

Not Signed Read-Only

* 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: **Makenzie Thomas**

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 | Makenzie Thomas |
| * School/Work site | Marion County High School |
| * Date(s) of leave | June 17-21, 2024 |
| * Time of departure | 12:00 am |
| * Destination | KY LEadership Training Center Hardinsburg, KY |
| * Purpose/Rationale for attending | Attend Leadership Camp for FFA Executive Team |
| * Number of students involved | 15 |

* Substitute needed (please remember to enter your absence in Aesop, even if a substitute is not required.) No

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

Substitute code

* 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 0

***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 Makenzie Thomas and Trevor Sweet

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

* Destination name KY Leadership Training Center

* Destination address 111 FFA Camp Road Hardinsburg, KY

* Destination phone (270) 756-2301

Lodging name

Lodging address 1515 Kindness Road

Lodging phone 8598183390

* Date(s) of trip June 17-21, 2024

* Time of departure 12:00 am

* Purpose/Educational value Attend leadership training

* Source of funding for trip FFA

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

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

* Number of students 15

* Number of faculty sponsors 2

* Other chaperones 0

* Total number of participants 17

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

30018.xlsx
Added 1/18/2024 7:56:00 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 (Sweet will drive)

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

* Destination Hardinsburg KY

* Date(s) of trip June 17-21, 2024

* Group requesting bus FFA

* Purpose of trip Leadership Training

* Bus pick-up time 12:00 am

* Bus return time 02:00 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 FFA

[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.

30018.xlsx [view](#)
Added 1/18/2024 7:57:00 AM

* Employee Signature

Signed: **Makenzie Thomas**
Stamped: Thu Jan 18 2024 08:57:12 GMT-0500 (Eastern Standard Time); 1/18/2024 7:57:13 AM; 2024-01-18 13:57:13Z; 170.185.150.17; Employee - #668 - Makenzie Thomas

* Principal Signature

Signed: **Robby Peterson**
Stamped: Thu Jan 18 2024 09:12:08 GMT-0500 (Eastern Standard Time); 1/18/2024 8:12:08 AM; 2024-01-18 14:12:08Z; 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

School Field Trip Packet - Day Trips with District Transportation

Organization: **Marion County Public Schools**Employee: **JESSICA JOHNSON**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 Johnson |
| * School/Work site | Marion County High School |
| * Date(s) of leave | March 26-29, 2024 |
| * Time of departure | 04:00 pm |
| * Destination | Galt House Hotel and Suites Louisville, Ky |
| * Purpose/Rationale for attending | State FCCLA meeting-students competing and receiving awards |
| * Number of students involved | 10 |

* 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 Perkins

* Registration Yes

Registration cost 120.00

Registration code Perkins

* Mileage No

Number of miles

Number of days

* Lodging Yes

Cost per night 215.00

Number of nights 3

Lodging rate Conference Rate

* Meals Yes

*Estimated **total** meal cost* 160.00

Meals/Mileage/Parking/Lodging Code Perkins

* Grand total of expenses 1,300.00

***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

 **School-Related Student Trip Request Form**

09.36 AP.21

- * Faculty member(s) sponsoring trip Jessica Johnson and Elizabeth Wigginton
 - * Type of trip (i.e. classroom, organization, club, athletic, band) FCCLA
 - * 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 26-29
 - * Time of departure 04:00 pm
 - * Purpose/Educational value Students competing and receiving State Awards
 - * Source of funding for trip Board- Perkins
- 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/Lavec
 - * Number of students 10
 - * Number of faculty sponsors 2
 - * Other chaperones 0
 - * Total number of participants 12
 - * Supervision (Attach list of names of students and chaperones)

| | |
|---|----------------------|
| State Meeting 2024.docx Added 1/22/2024 1:32:00 PM | 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

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

* Destination Galt House Hotel

* Date(s) of trip March 26-29

* Group requesting bus FCCLA

* Purpose of trip State Meeting

* Bus pick-up time 04:00 pm

* Bus return time 12:00 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 Board-Lavec

[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.

| | |
|---|----------------------|
| State Meeting 2024.docx Added 1/22/2024 1:33:00 PM | view |
|---|----------------------|

* Employee Signature

Signed: **Jessica Johnson**

Stamped: Mon Jan 22 2024 14:33:19 GMT-0500 (Eastern Standard Time); 1/22/2024 1:33:20 PM; 2024-01-22 19:33:20Z; 170.185.150.17; Employee - #346 - JESSICA JOHNSON

* Principal Signature

Signed: **Robby Peterson**

Stamped: Mon Jan 22 2024 14:35:08 GMT-0500 (Eastern Standard Time); 1/22/2024 1:35:08 PM; 2024-01-22 19:35:08Z; 170.185.150.17

* Direct this field trip packet to ▼

Supervisor Signature

Not Signed
Read-Only

* Field Trip Designee Signature

Not Signed
Read-Only

* 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