

**Extended Field Trip Request & Forms**

(In excess of 150 Miles, Overnight, Out-of-State or use by Common Carrier)

This form must be completed and sent to the Superintendent in time to be placed on the agenda of the Powell County Board of Education prior to the planned trip date. Safety and liability issues, as well as the availability of substitute teachers (where applicable) are all areas of Board responsibility.

**ALL ITEMS MUST BE COMPLETED FOR TRIP TO BE CONSIDERED.**

SCHOOL Powell County High School

ORGANIZATION OR GROUP Senior Class

DATE(S) OF TRIP (Including Travel) 5/1-5/3

SPONSOR'S NAME Jennifer Kincaid

MALE CHAPERONES 4 FEMALE CHAPERONES 6

LOCATION(S): Great Wolf Lodge, Kings Island

CITY/STATE: MASON, OH

Estimated # OF STUDENTS ELIGIBLE FOR TRIP <u>20</u>	
Male <u>10</u>	Female <u>10</u>
Estimated # OF STUDENTS PARTICIPATING <u>10</u>	
Male <u>35</u>	Female <u>35</u>
# OF SCHOOL DAYS INVOLVED <u>3</u>	

For out of state trips, please check here if medical assistance from a licensed medical professional is required for any students on trip. School nurse **MUST** be notified of trip.

[Empty box for medical assistance notification]

**TRANSPORTATION PROVISIONS:**

Powell County Public School bus

Commercial Travel; Insurance Coverage Provided by Travel Firm: \_\_\_\_\_

Why is a Commercial Carrier being used in lieu of a Powell County School Bus? \_\_\_\_\_

Private Travel (Review 09.36 AP.2: Restrictions, parent notification, driver notification.)

Parent Transport – WAIVER REQUESTS ATTACHED (Note: District Transportation Must Be Offered)

Rental Vehicle – Type of vehicle \_\_\_\_\_, Rental Company \_\_\_\_\_

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**COST OF TRIP**

Estimated Total Cost of Trip

\$ 6,106.68

\$ 8,128.85

\$ 14,745.53

How Expenses of Trip Are to Be Paid

\$ 5,000

\$ 2,000 + 5,160.92

\$ 5,175

Meals/Lodging/Transportation

Arcat Wolfe Lodge, Mason, OH

*Name of Facility and City for Lodging*

Additional Expenses (Specify) Kings Island, Drivers, Davey Busters,

**\*\*TOTAL COST**

MOVIES

School or District Amount From Activity Fund Source

Association or Parent Group (Specify)

Student's Share (Individual Amount \$ 75)

Provisions must be made for students who are unable to pay their share for any trip made during the instructional day.

Terms of the student fee waiver policy apply to all trips that are scheduled within the instructional day.

*difference will be given to students*

\$ -2,580.39

*for spending money on trip*

**\*\*TOTAL PAYMENT MUST MATCH TOTAL COST ABOVE\*\***

**PLEASE CHECK TO INDICATE THE FOLLOWING ITEMS HAVE BEEN ADDRESSED:**

- Field Trip Policy & Procedures & Forms Have Been Reviewed  Yes  No
- List of Students Participating Attached  Yes  No
- Cost of Trip Completed  Yes  No
- Complete Itinerary of the Trip Attached  Yes  No
- Educational Plan for the Trip Attached (if instructional in nature)  Yes  No

**PRIOR to trip, sponsor will ensure completion**


- All Chaperones are on the Approved Volunteer List & Approved by Principal  Yes  No
- List of Chaperones completed (Mark whether teacher, parent, etc.)  Yes  No
- Field Trip Policy & Procedures have been reviewed by all chaperones on trip  Yes  No

**Per Kentucky regulations, all trip forms/signatures shall be retained at school for five (5) years.**

I accept the responsibility of seeing that the above event is represented accurately and shall be carried out in accordance with Board Policies, Administrative Procedures, and any applicable school council policies.

  
Signature: Trip Sponsor

Date

  
Signature: Principal Approval

Date

	Name	Behavior Contract	Deposit (\$25)	Permission Form	Final Payment (\$50)	Parent Permission Form	Field Trip Release Form
1	Aiden Barry		\$50				
2	Aiden King		\$25				
3	Alex Lee		\$25				
4	Amilia Cook		\$25				
5	Anastasia Wagner		\$25				
6	Austin Begley		\$25				
7	Austin Johnson		\$25				
8	Brayden Brandenburg		\$25				
9	Brayden Butcher		\$25				
10	Brayden Wybo		\$25				
11	Brennon Bush		\$25				
12	Caleb Epperson		\$25				
13	Carn Delrasario		\$25				
14	Cameron Miller		\$50				
15	Cameron Hall		\$25				
16	Caroline Skidmore		\$25				
17	Carsen Ewen		\$25				
18	Cole Nobles		\$25				
19	Colin Crase		\$25				
20	Deanna Crowe		\$25				
21	Dessa Foster		\$25				
22	Elizabeth Riffe		\$25				
23	Emily Lawson		\$25				
24	Emily Wireman		\$25				
25	Felicity Scott		\$25				
26	Grace Stearns		\$25				
27	Hannah Profit		\$25				
28	Jack Rose		\$30				
29	Jacob Henderson		\$75				
30	Jaxson Mendoza		\$25				

31	Jaylan Payne		\$25				
32	Josh Ervin		\$25				
33	Justice Hendrix		\$25				
34	Kaleb Rose		\$50				
35	Karlie Patrick		\$25				
36	Kassidy Smith		\$25				
37	Kat Brinzendine		\$25				
38	Katelyn West		\$25				
39	Kayley Estapp		\$25				
40	Kendra Lee		\$25				
41	Kensley Hendrix		\$25				
42	Khanlun Bailey		\$25				
43	Kyle Nickell		\$25				
44	Landon Napier		\$25				
45	Logan Amburgey		\$25				
46	Logan Briscoe		\$25				
47	Lorri Faulkner		\$25				
48	Maddie Miller		\$25				
49	Matthew Ritchie		Sponsor				
50	Mercedes Powell		\$25				
51	Mikyra Caudill		\$25				
52	Nick Ritchie		\$25				
53	Norma Degregorio		Sponsor				
54	Olivia Bentley		\$25				
55	Paige Lyle		\$25				
56	Peyton Bolin		\$25				
57	Richard Cowan		\$25				
58	Roger Pastrama		\$25				
59	Ryleigh Watson		\$25				
60	Sarah Mills		\$25				
61	Savannah Smego		\$25				
62	Skylar Johnson		\$25				

63	Skyler Stone		\$25				
64	Stella Mullins		\$25				
65	Summer Kling		\$75				
66	Todd Harrison		\$25				
67	Tyson Edwards		\$25				
68	Via Sta Cruz		\$25				
69	Dalton Humble						
	Martin Christensen						
	Cole Willis					35 Boys	
	Alison Hayden ✓					34 Girls	
	Jessica Neal ✓					11 Chaperones	
	Jennifer Kincaid ✓						
	Josh Crowe ✓						
	Desi Rose						
	Rick Skidmore ✓						
	Albany Buttrely ✓						
	Rebecca Johnson						
	Dolly Noble						

*Christy Todd*

**Extended Field Trip Request & Forms**

**ADULT SPONSOR/CHAPERONE ACKNOWLEDGEMENT FORM**

**POWELL COUNTY SCHOOL DISTRICT  
EXTENDED/OVERNIGHT FIELD TRIPS**

DATE: 5/1-5/3

TRIP: Senior Trip

SCHOOL and GROUP: PCHS Senior Class

SUPERVISING STAFF MEMBER: Jennifer Kincaid

I, Jennifer Kincaid, hereby provide that I will be sponsoring/chaperoning a Powell County School trip. I understand that all Powell County Board of Education Policies and Procedures will be applicable on this trip and my strict adherence is necessary as I will be held responsible for violation of any and all policies and procedures regulating by sponsorship, chaperoning and/or conduct. I acknowledge that I am aware of all Powell County field trip policies and procedures for chaperone expectations related to student trips.

Further, it is my understanding the Powell County School District code of conduct shall always be applicable on school trips, and I will uphold the code of conduct as I would be expected to do on school property.

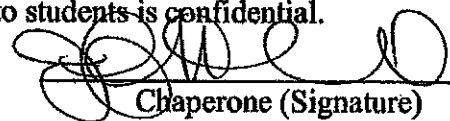
I acknowledge that no verbal waiver will release me from my obligations to abide and adhere to both the Powell County Board of Education Policies and Procedures or the Powell County School District code of conduct and that I may be held responsible for violations of either directive as if such occurred on school property.

**Check All That Apply**

25 or Older on Date of Trip       Powell Schools Employee     Parent/Legal Guardian of Student     On the Current Powell Co. Volunteer Approved List

Understand school/health information related to students is confidential.

Jennifer Kincaid  
Chaperone Name (Print)

  
Chaperone (Signature)

Keep all applicable forms and signatures related to trip on file at school for five (5) years.

**RELATED PROCEDURES:**

09.36 AP.211, 09.36 AP.212, 09.36 AP.23

Review/Revised: 11/21/2023

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**ADULT SPONSOR/CHAPERONE ACKNOWLEDGEMENT FORM**

**POWELL COUNTY SCHOOL DISTRICT  
EXTENDED/OVERNIGHT FIELD TRIPS**

DATE: 5/1-5/3

TRIP: Senior Trip

SCHOOL and GROUP: PCHS Senior Class

SUPERVISING STAFF MEMBER: Jessica Neal

I, Jessica Neal, hereby provide that I will be sponsoring/chaperoning a Powell County School trip. I understand that all Powell County Board of Education Policies and Procedures will be applicable on this trip and my strict adherence is necessary as I will be held responsible for violation of any and all policies and procedures regulating by sponsorship, chaperoning and/or conduct. I acknowledge that I am aware of all Powell County field trip policies and procedures for chaperone expectations related to student trips.

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Jessica Neal  
Chaperone Name (Print)

Jessica Neal  
Chaperone (Signature)

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Review/Revised:11/21/2023

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**POWELL COUNTY SCHOOL DISTRICT  
EXTENDED/OVERNIGHT FIELD TRIPS**

DATE: 5/1-5/3

TRIP: Senior Trip

SCHOOL and GROUP: PCHS Senior Class

SUPERVISING STAFF MEMBER: Josh Crowe

I, Josh Crowe, hereby provide that I will be sponsoring/chaperoning a Powell County School trip. I understand that all Powell County Board of Education Policies and Procedures will be applicable on this trip and my strict adherence is necessary as I will be held responsible for violation of any and all policies and procedures regulating by sponsorship, chaperoning and/or conduct. I acknowledge that I am aware of all Powell County field trip policies and procedures for chaperone expectations related to student trips.

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 On the Current Powell Co. Volunteer Approved List

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Josh Crowe  
Chaperone Name (Print)

  
Chaperone (Signature)

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**RELATED PROCEDURES:**

09.36 AP.211, 09.36 AP.212, 09.36 AP.23

Review/Revised:11/21/2023



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**ADULT SPONSOR/CHAPERONE ACKNOWLEDGEMENT FORM**

**POWELL COUNTY SCHOOL DISTRICT  
EXTENDED/OVERNIGHT FIELD TRIPS**

DATE: 5/1-5/3

TRIP: Senior Trip

SCHOOL and GROUP: PCHS Senior Class

SUPERVISING STAFF MEMBER: Albany Buttrey

I, Albany Buttrey, hereby provide that I will be sponsoring/chaperoning a Powell County School trip. I understand that all Powell County Board of Education Policies and Procedures will be applicable on this trip and my strict adherence is necessary as I will be held responsible for violation of any and all policies and procedures regulating by sponsorship, chaperoning and/or conduct. I acknowledge that I am aware of all Powell County field trip policies and procedures for chaperone expectations related to student trips.

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25 or Older on Date of Trip       Powell Schools Employee     Parent/Legal Guardian of Student  
 On the Current Powell Co. Volunteer Approved List

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Albany Buttrey  
Chaperone Name (Print)

Albany Buttrey  
Chaperone (Signature)

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**RELATED PROCEDURES:**

09.36 AP.211, 09.36 AP.212, 09.36 AP.23

Review/Revised:11/21/2023

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**ADULT SPONSOR/CHAPERONE ACKNOWLEDGEMENT FORM**

**POWELL COUNTY SCHOOL DISTRICT  
EXTENDED/OVERNIGHT FIELD TRIPS**

DATE: 5/1-5/3

TRIP: Senior Trip

SCHOOL and GROUP: PCHS Senior Class

SUPERVISING STAFF MEMBER: Alison Hayden

I, Alison Hayden, hereby provide that I will be sponsoring/chaperoning a Powell County School trip. I understand that all Powell County Board of Education Policies and Procedures will be applicable on this trip and my strict adherence is necessary as I will be held responsible for violation of any and all policies and procedures regulating by sponsorship, chaperoning and/or conduct. I acknowledge that I am aware of all Powell County field trip policies and procedures for chaperone expectations related to student trips.

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25 or Older on Date of Trip       Powell Schools Employee     Parent/Legal Guardian of Student  
 On the Current Powell Co. Volunteer Approved List

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Alison Hayden  
Chaperone Name (Print)

Alison Hayden  
Chaperone (Signature)

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**POWELL COUNTY SCHOOL DISTRICT  
EXTENDED/OVERNIGHT FIELD TRIPS**

DATE: 5/1-5/3

TRIP: senior trip

SCHOOL and GROUP: PCHS Seniors

SUPERVISING STAFF MEMBER: Christy Todd

I, Christy Todd, hereby provide that I will be sponsoring/chaperoning a Powell County School trip. I understand that all Powell County Board of Education Policies and Procedures will be applicable on this trip and my strict adherence is necessary as I will be held responsible for violation of any and all policies and procedures regulating by sponsorship, chaperoning and/or conduct. I acknowledge that I am aware of all Powell County field trip policies and procedures for chaperone expectations related to student trips.

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Christy Todd  
Chaperone Name (Print)

Christy Todd  
Chaperone (Signature)

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**RELATED PROCEDURES:**

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Review/Revised:11/21/2023

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**POWELL COUNTY SCHOOL DISTRICT  
EXTENDED/OVERNIGHT FIELD TRIPS**

DATE: 5/1-5/3

TRIP: Senior Trip

SCHOOL and GROUP: PCHS Senior Class

SUPERVISING STAFF MEMBER: Rick Skidmore

I, Rick Skidmore, hereby provide that I will be sponsoring/chaperoning a Powell County School trip. I understand that all Powell County Board of Education Policies and Procedures will be applicable on this trip and my strict adherence is necessary as I will be held responsible for violation of any and all policies and procedures regulating by sponsorship, chaperoning and/or conduct. I acknowledge that I am aware of all Powell County field trip policies and procedures for chaperone expectations related to student trips.

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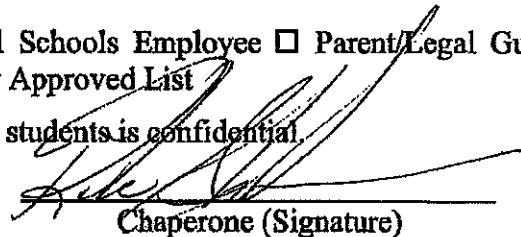
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**Check All That Apply**

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Rick Skidmore  
Chaperone Name (Print)

  
Chaperone (Signature)

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**RELATED PROCEDURES:**

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Review/Revised:11/21/2023